JAVS Digital Recording and Documentation System

CaseScheduler 2.2

Instruction Manual

Manual Version CS20071129-5

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Table of Contents

Introduction to CaseScheduler 2.0 4
Getting Started 5
Login 5
Interface at a glance 5
Creating a new case 8
New Case Window 8
Adding Contacts to a Case 10
Scheduling the Date and Time 16
Edit Appointment Window 18
Auto Schedule 20
CaseScheduler Features 22
Navigating CaseScheduler 22
Changing and adding case Information 29
Adding Witnesses and Exhibits 30
Adding Attorneys, defendants and plaintiffs 34
Reschedule case 35
Find Case 41
Case History 44
Utilities 47
Publish Case 47
Edit Users and Site Information 50
Users Tab 51
Site Information Tab 54
Print Schedule 56
Undockable Windows 59
Load Default Tool Arraingment 59
Configure Shortcuts 60
Import Case Data 62
Case Management System Import Specification 64

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Appendix-A 71
Activation 71
Online Activation 71
Phone Activation 72
15 Day Trial Period 74
Appendix B 75
Help Menu 75

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Introduction to CaseScheduler 2.0

CaseScheduler is a scheduling tool primarily used in courtroom applications in conjunction with JAVS AutoLog 6.0. CaseScheduler will provide the end user with features such as an easy to use GUI (Graphical User Interface) that includes the location of the scheduled case, a calendar, the defendant, plaintiff, attorney's and court staff information. From CaseScheduler, a user can view a case's schedule history, future trial dates, and the current status of a case. The user can create new cases, reschedule dates, edit existing cases, add new attorneys and defendants, exhibits and witnesses.

Different calendar views are available to the user, including single day, week and month views.

CaseScheduler will allow you to:

- Create and edit case schedules on any day at any available time
- View Case Information, view pre-scheduled cases and history of cases already tried
- Provides the means for adding a witness list and exhibit list to scheduled cases

With CaseScheduler, a history will be created for every Judge, Clerk, Bailiff, Attorney, Plaintiff, and Defendant that has ever been a party member in a courtroom. All information entered in CaseScheduler will be available in the JAVS AutoLog 6.0 interface and ready to use for your next scheduled court proceeding.

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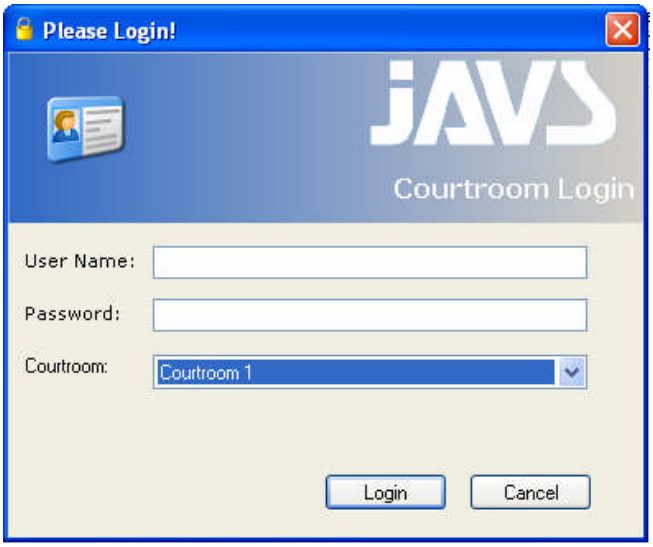
Getting Started

This section will help you get started using your JAVS CaseScheduler.

LOGIN

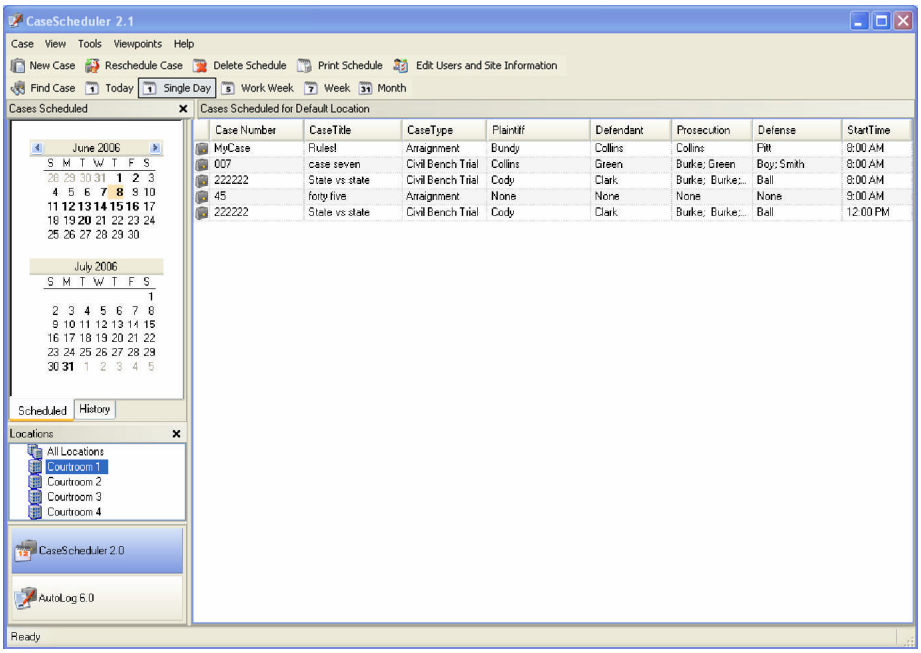
Double click on the **CaseScheduler** icon. The **Login** dialog box appears. The **Login** dialog allows multiple users to schedule and maintain court proceedings for any given day and multiple locations for scheduled events to occur. (The users and locations are set up during installation).

In the **User Name** field, type your assigned User Name. If a password is required, type that in the **Password** field. If more than one courtroom exists, then choose the location from the **Courtroom** field pull down. Press **Login.**



INTERFACE AT A GLANCE

The **CaseScheduler** interface is designed with ease of operation in mind. The interface has a row of pre-determined data fields in which the user can view their information..



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Case Number:
This field is for the case number that will be used in the court records.

Case Title:
This field is for the name of the case that will be used in the court record.

Case Type:
This field is for the type of case that is to be held in a particular courtroom.

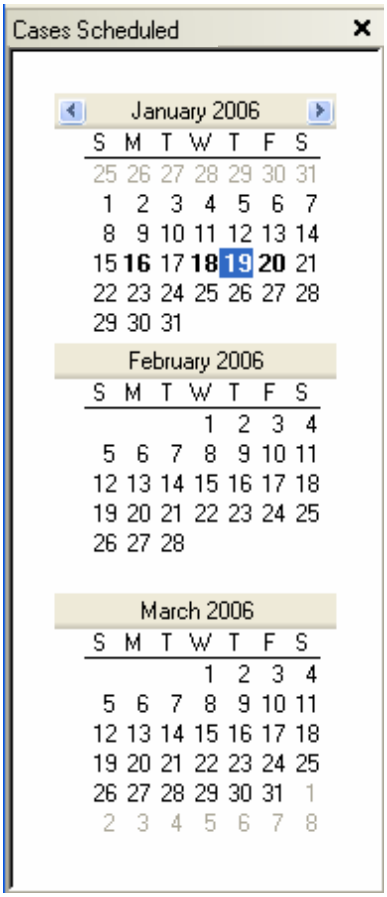
Plaintiff, Defendant:
These fields are for the name(s) of the plaintiffs or the defendants.

Prosecution, Defense:
These fields are for the name(s) of the prosecution or defense attorneys.

Start Time:
This field is for the scheduled case's month, day and time of day.

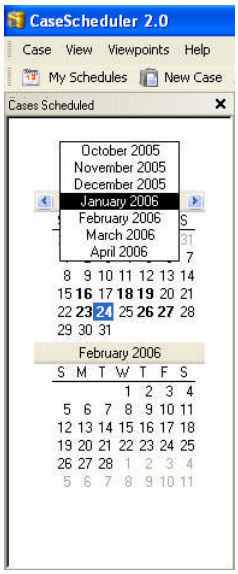
Location:
This field is to show the location for a scheduled appointment, and will only be visible when you select **All Locations** (which will only be available when multiple courtrooms exist).

CaseScheduler has a calendar view window which allows the user to choose a day to schedule a case from a scrolling calendar. Bold dates indicate there is a schedule or multiple schedules entered for that date. Screen size settings will determine how many months are displayed at a time.

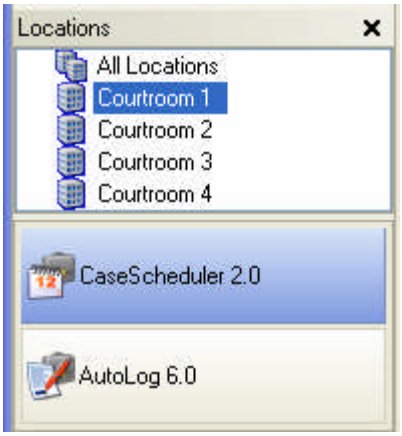


Selecting the blue right and left arrows will scroll the month view up or down for scheduling on other months throughout the year.

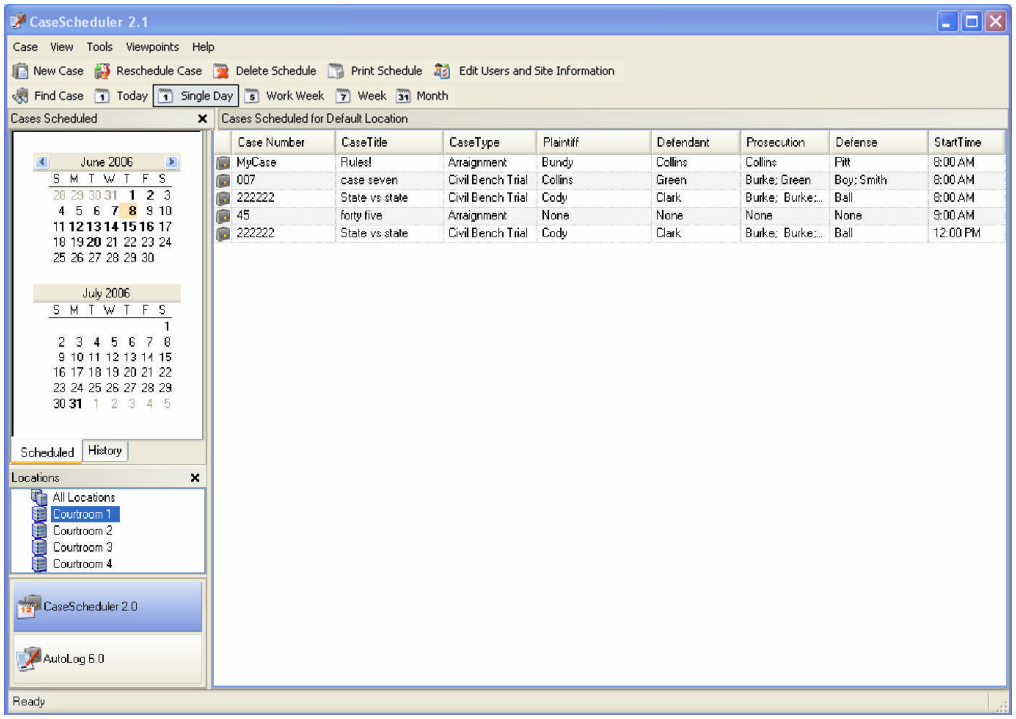
Click once and hold on the date bar and a pull down menu will allow you to choose the month in which you choose to schedule a case.



The **Locations** window allows the user to view scheduled cases for all courtrooms or locations. All courtrooms, or locations, will appear in the **Locations** window.



By selecting a courtroom name, the user can view the cases that are scheduled for that courtroom.


CaseScheduler 2.1
Case View Tools Viewpoints Help
New Case Reschedule Case Delete Schedule Print Schedule Edit Users and Site Information
Find Case Today Single Day Work Week Week Month
Cases Scheduled
Cases Scheduled for Default Location
Case Number CaseTitle CaseType Plaintiff Defendant Prosecution Defense StartTime
MyCase Rules! Arraignment Bundy Collins Collins Pitt 8:00 AM
007 case seven Civil Bench Trial Collins Green Burke; Green Boy; Smith 8:00 AM
222222 State vs state Civil Bench Trial Cody Clark Burke; Burke;... Ball 8:00 AM
45 forty five Arraignment None None None None 9:00 AM
222222 State vs state Civil Bench Trial Cody Clark Burke; Burke;... Ball 12:00 PM
June 2006
July 2006
Scheduled History
Locations
All Locations
Courtroom 1
Courtroom 2
Courtroom 3
Courtroom 4
CaseScheduler 2.0
AutoLog 6.0
Ready

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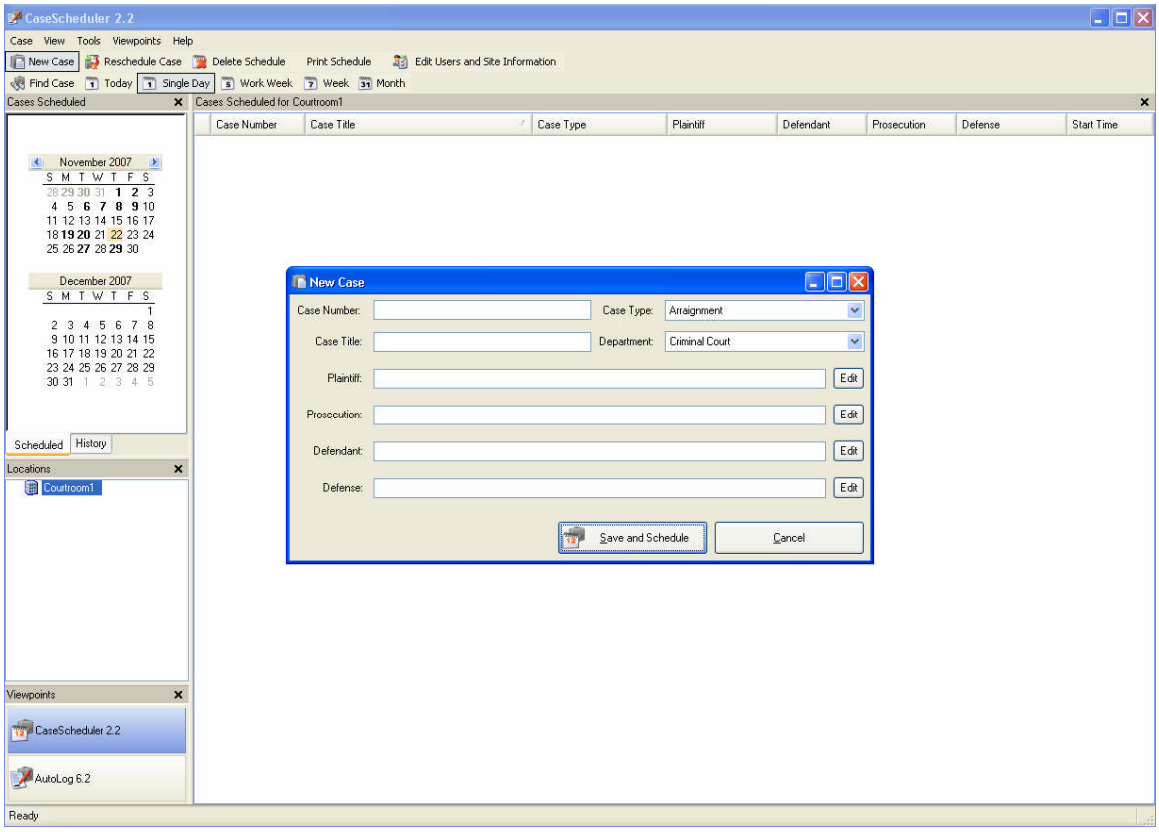
CREATING A NEW CASE

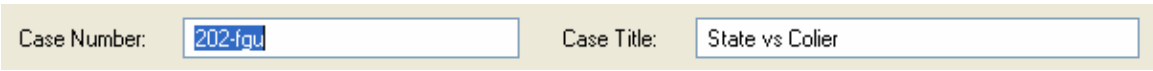
New Case Window

To create a new case, press the **New Case** button or select **Case > New Case**.

The **New Case** dialog window appears.



Enter the case number of the proceeding you are scheduling in the **Case Number** field. Next, you can enter the name of the case, if any, in the **Case Title** field.



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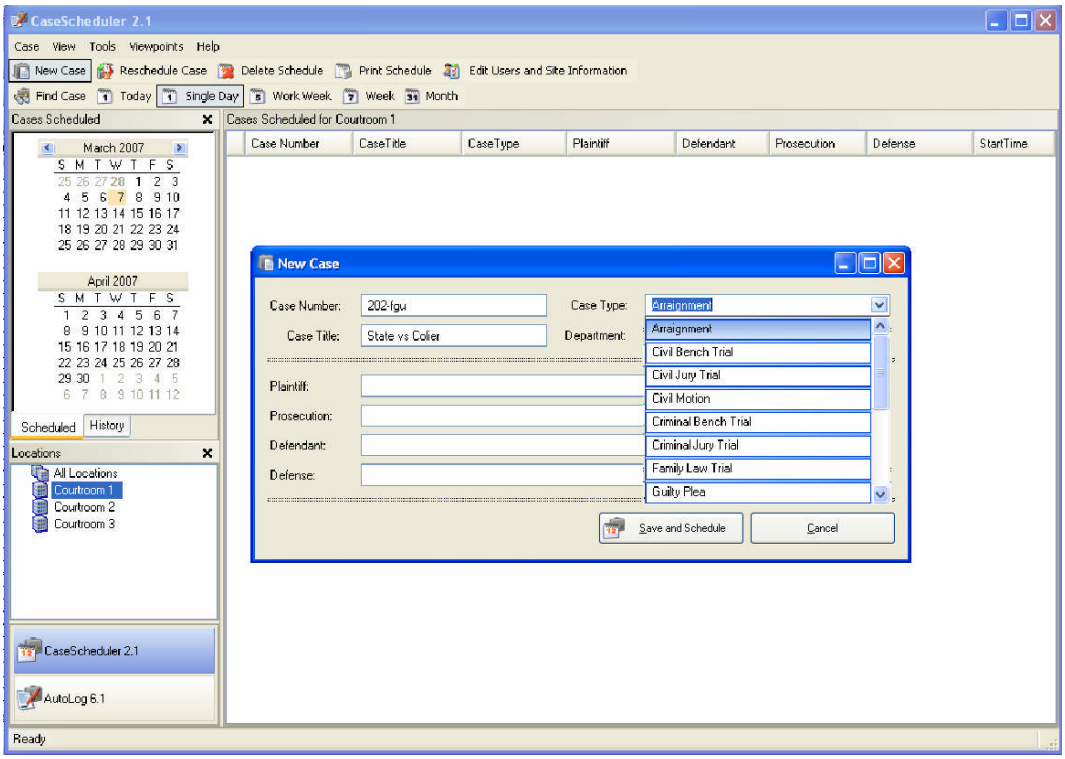
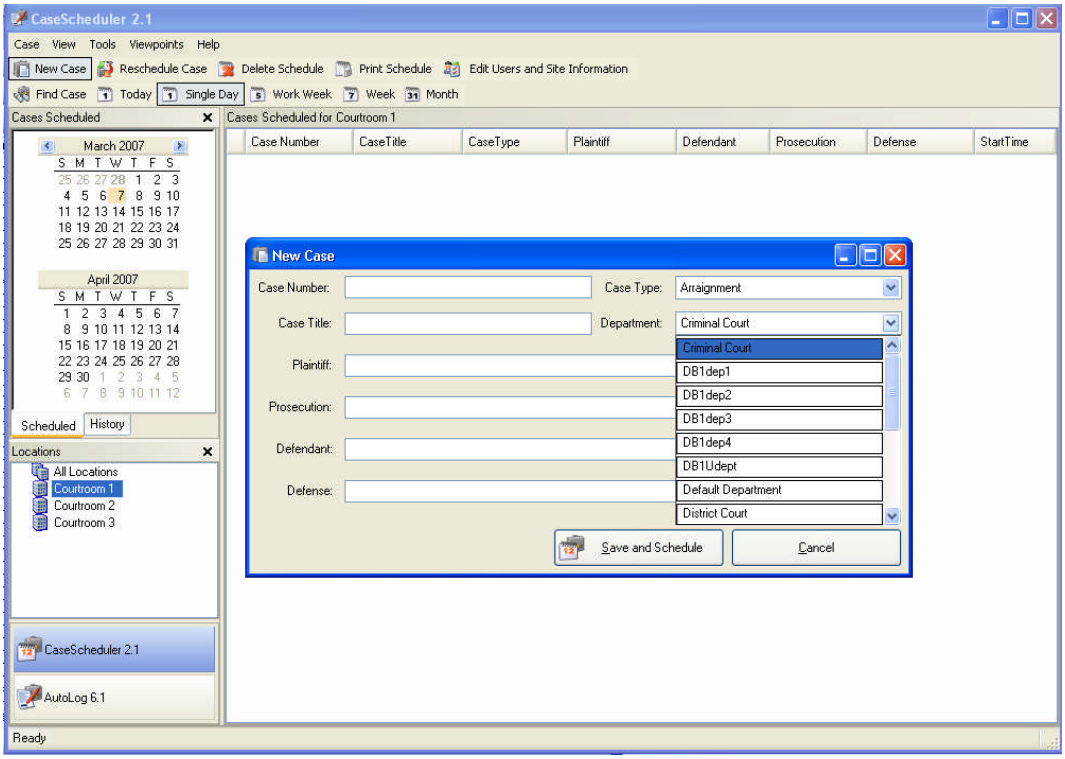
The **Case Type** pull-down will give choices of case types. Select a type that is appropriate for the proceeding you are scheduling.



The **Department** selection pull down in the New Case dialog allows the user to select the department that the case will be a part of. Select the appropriate department for your case.



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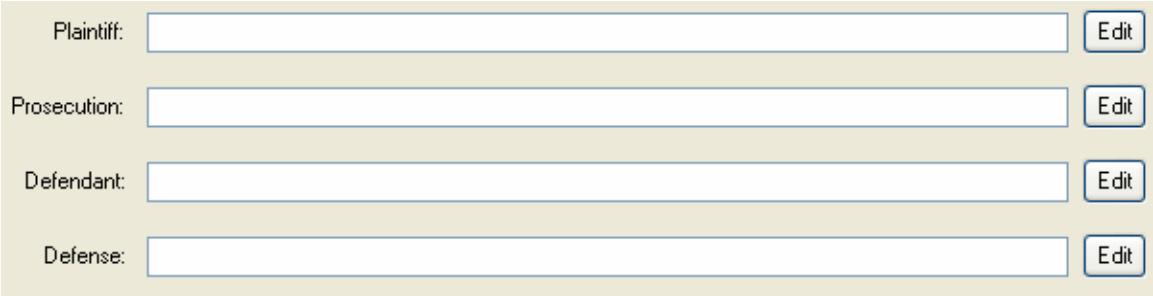
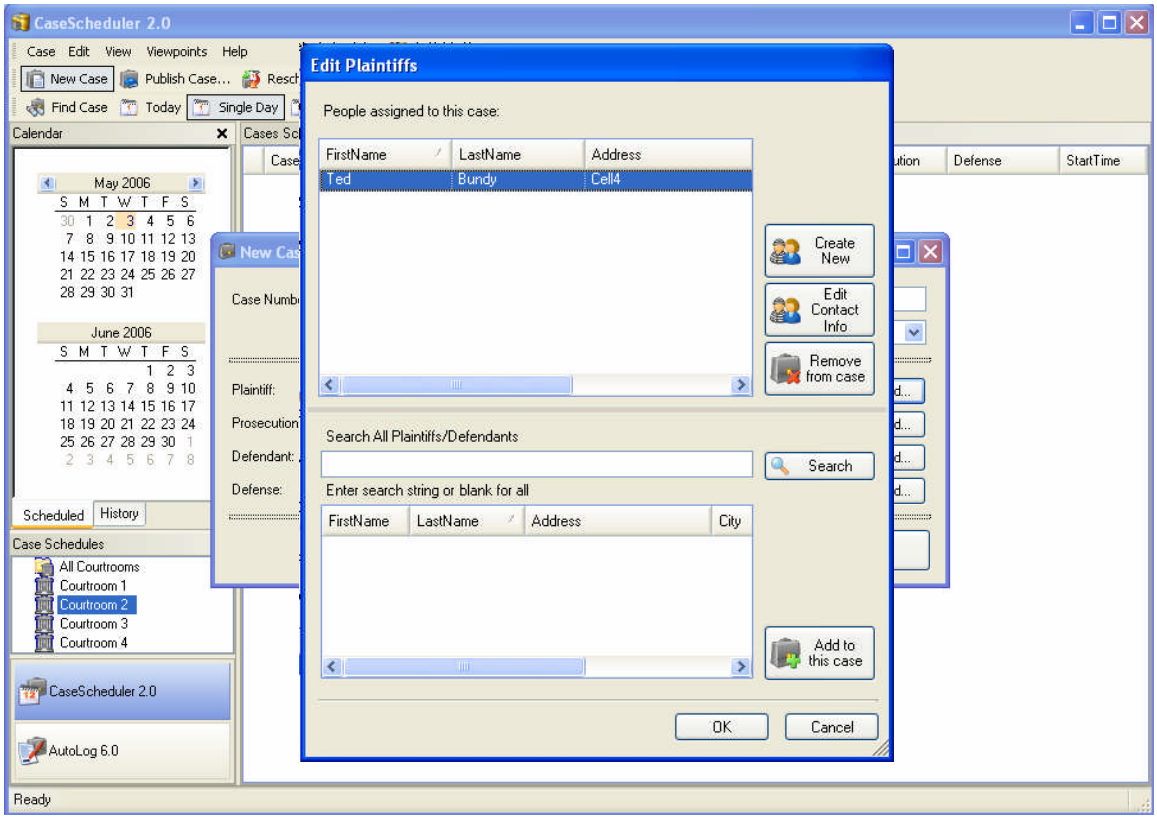
Adding Contacts to a Case

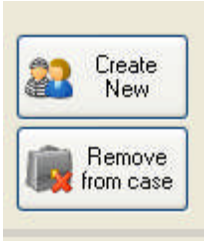
To enter a Plaintiff, Prosecution, Defendant and Defense, press the **Edit** button to the right of each field.



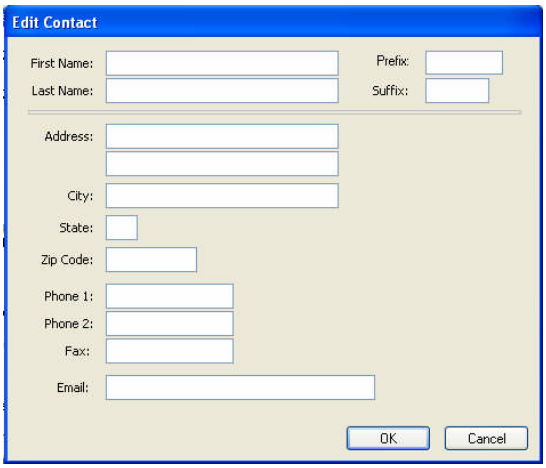
Press the **Edit** button to the right of the **Plaintiff** field to enter a new Plaintiff, or to find an existing Plaintiff, in the database. The **Edit Plaintiffs** screen will open.



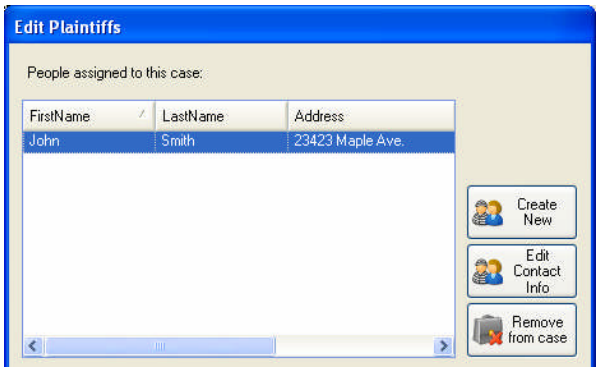
To create a new Plaintiff, press the **Create New** button.



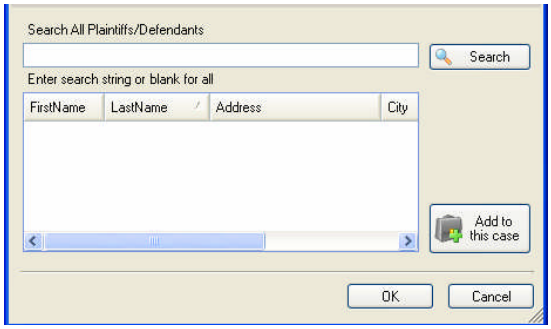
The **Edit Contact** window will appear. Enter all the information you wish to keep on record for that particular plaintiff and press **OK**.

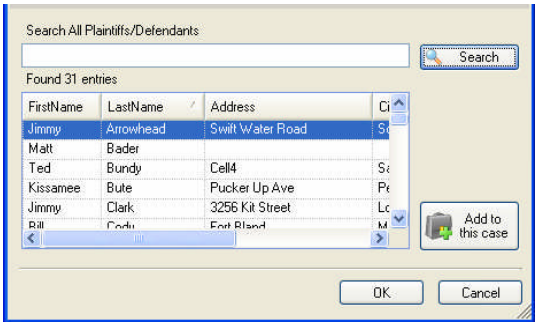


The new **Plaintiff** will appear in the **Edit Plaintiffs** window. You may add more names by pressing the **Create New** button and entering the information for additional Plaintiffs, or you can search the database for existing Plaintiffs.



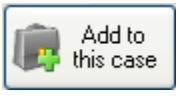
To find a name that has already been entered into the database, press the **Search** button and a list of available Plaintiffs and Defendants will appear.

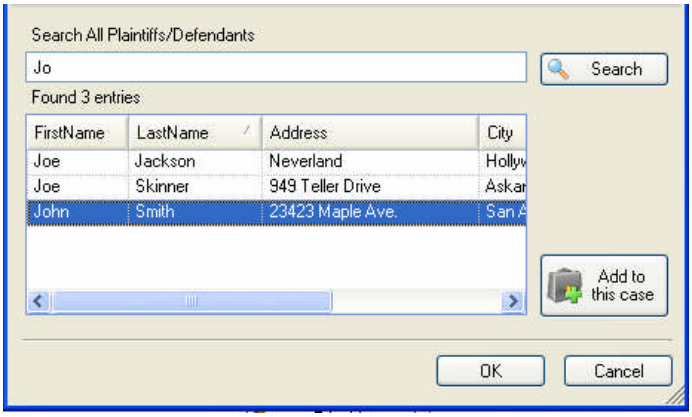




You can limit your search results by typing all or part of a name in the **Search All Plaintiffs/Defendants** field and pressing **Search**.

Select the name you want to add to the case and press the **Add to this case** button.





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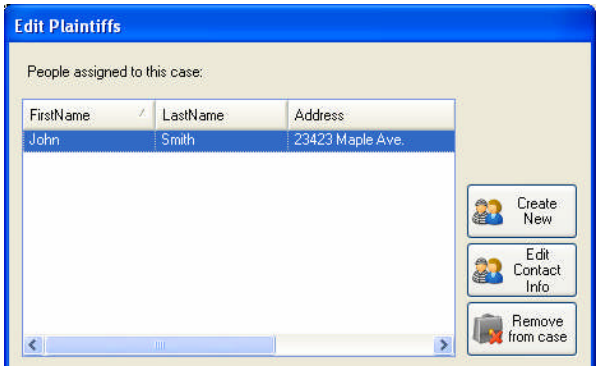
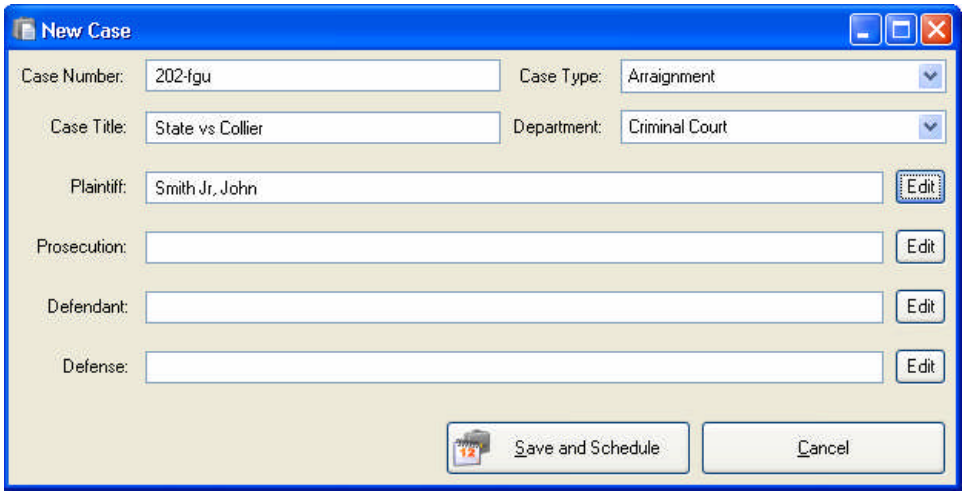
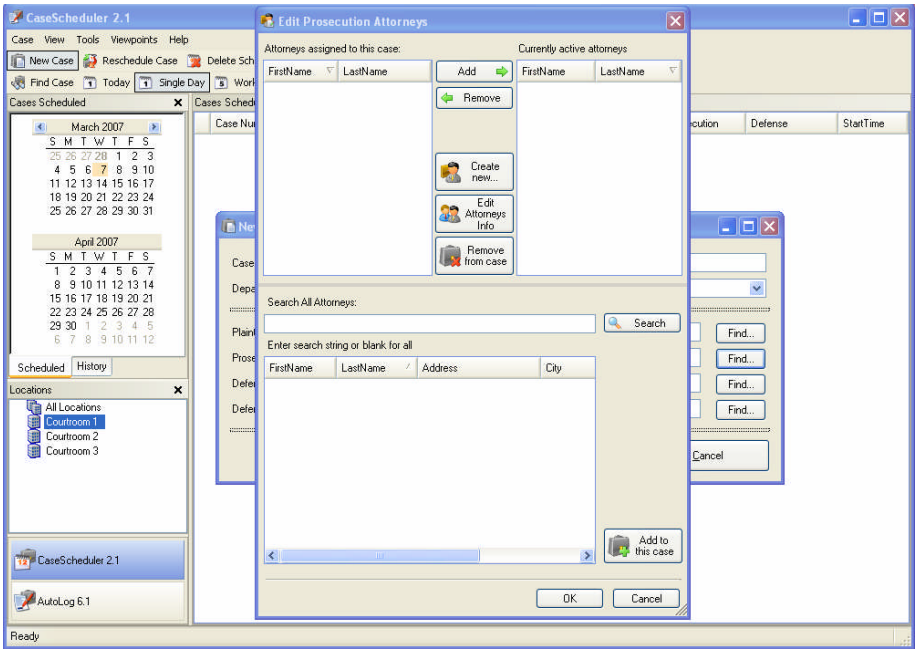
The new **Plaintiff** will appear in the **Edit Plaintiffs** window.



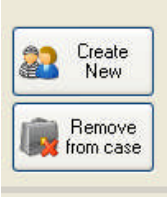
When finished with Plaintiff entries press the **OK** button. The **New Case** window will appear with the name of the newly entered plaintiff(s).



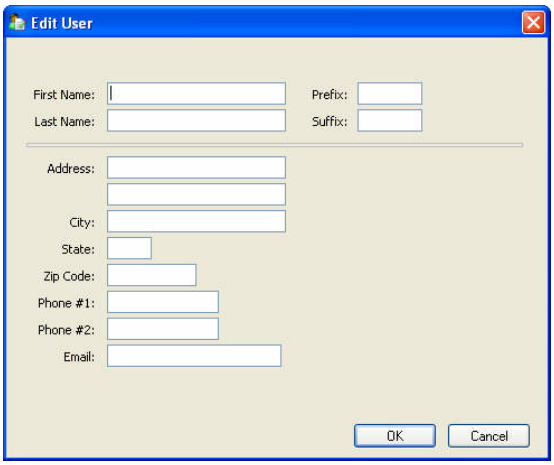
Press the **Edit button** to the right of the **Prosecution** field. The **Edit Prosecution Attorney** screen will appear.



Press the **Create New** button to enter the name of the prosecuting attorney you will be scheduling.



After pressing the **Create New** button, the **Edit User** screen will appear. Enter the contact information for the assigned attorney and press **OK**.



The new **Attorney** will appear in the **Edit Prosecution Attorneys** window. You may add more names by pressing the **Create New** button and entering the information for additional Attorneys, or you can search the database for existing Attorneys.

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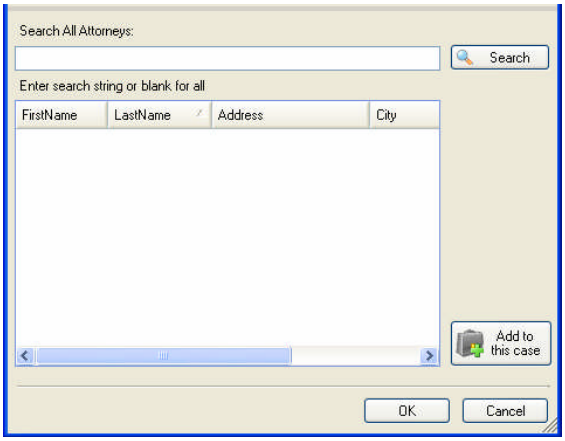
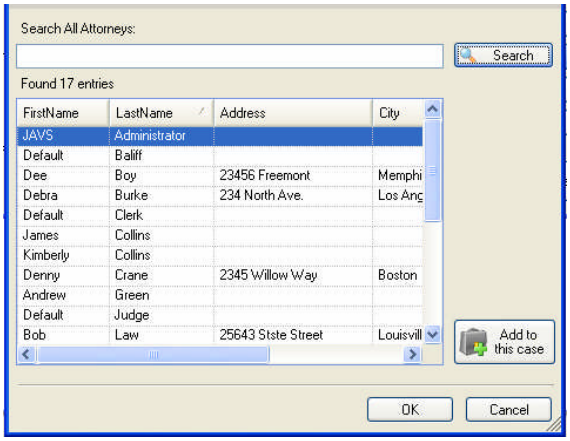
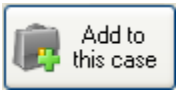
To find a name that has already been entered into the database, press the **Search** button and a list of available Attorneys will appear.

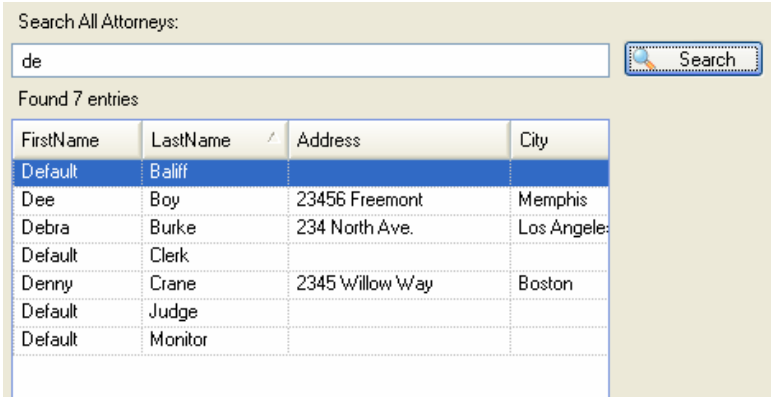




You can also limit your search results by typing all or part of a name in the **Search All Attorneys** field and pressing **Search**.

Select the name you want to add to the case and press the **Add to this case** button.

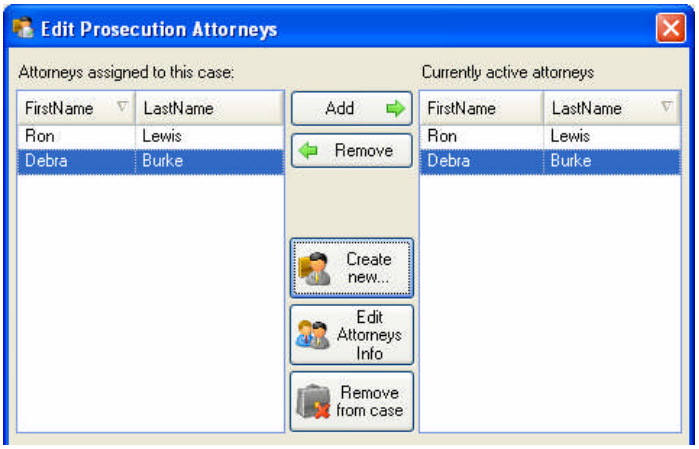




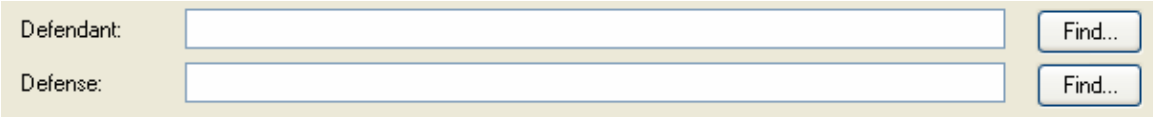
The new attorneys will appear in the **Edit Prosecution Attorneys** window.

When finished with Attorney entries, press the **OK** button.

The **New Case** window will appear with the name of the newly entered Attorneys.

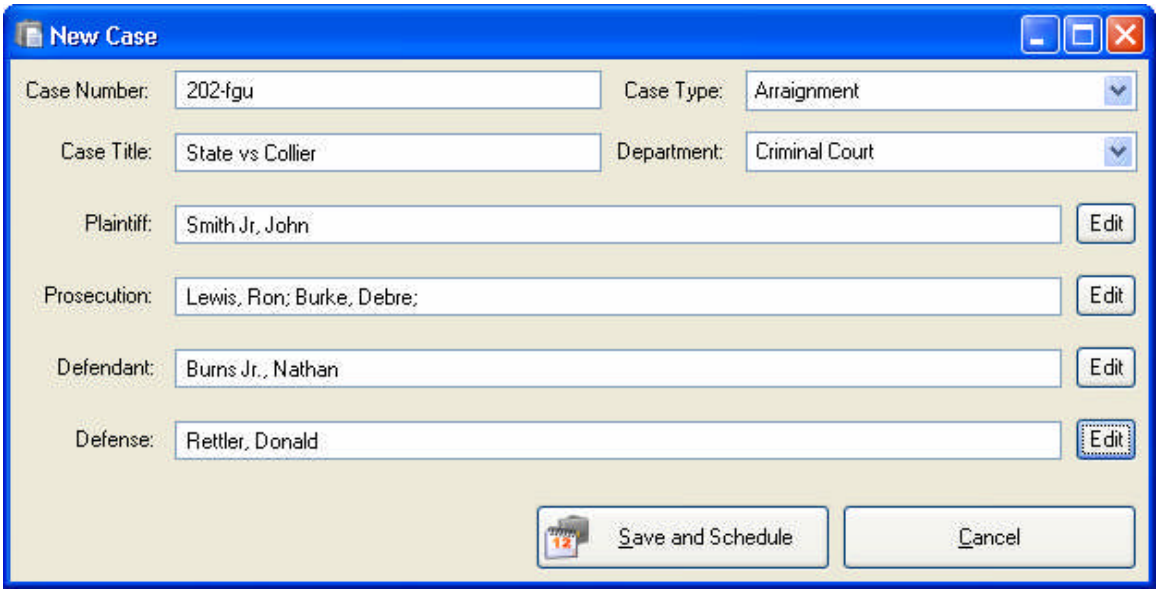


Use the Edit button to the right of each field, and repeat the same process for adding or finding **Defendant** and **Defense** entries.



When all entries have been made, the prosecution and defense personnel will appear in the appropriate fields in the New Case window.

To schedule this case, select the **Save and Schedule** button.



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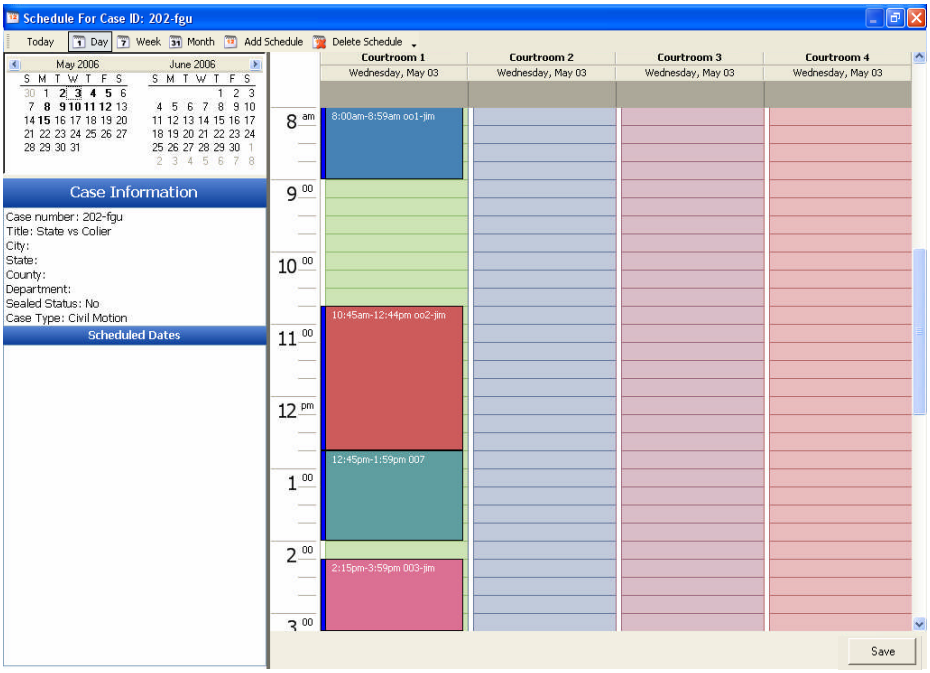
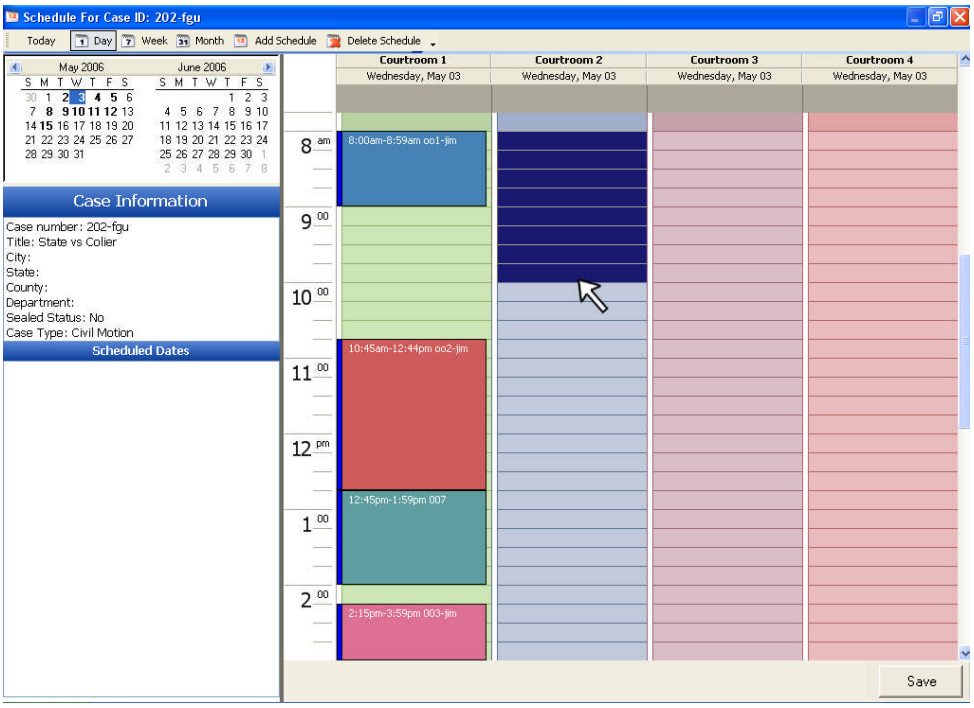
Scheduling the Date and Time

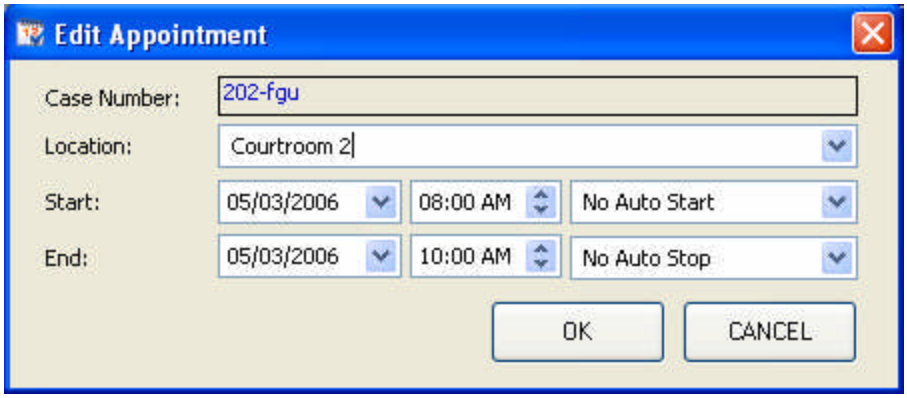
The Day/Location View for the current day will appear. From this window there are many options for scheduling a case which will be covered in more detail later in this manual. For this example, the schedule will be set for today for **Courtroom 2**.



Select the column for **Courtroom 2**. Place your mouse starting at 8am then click and drag for the time interval you wish to schedule. This schedule will be set for Courtroom 2 from 8am to 10am on Wednesday, May 3rd.



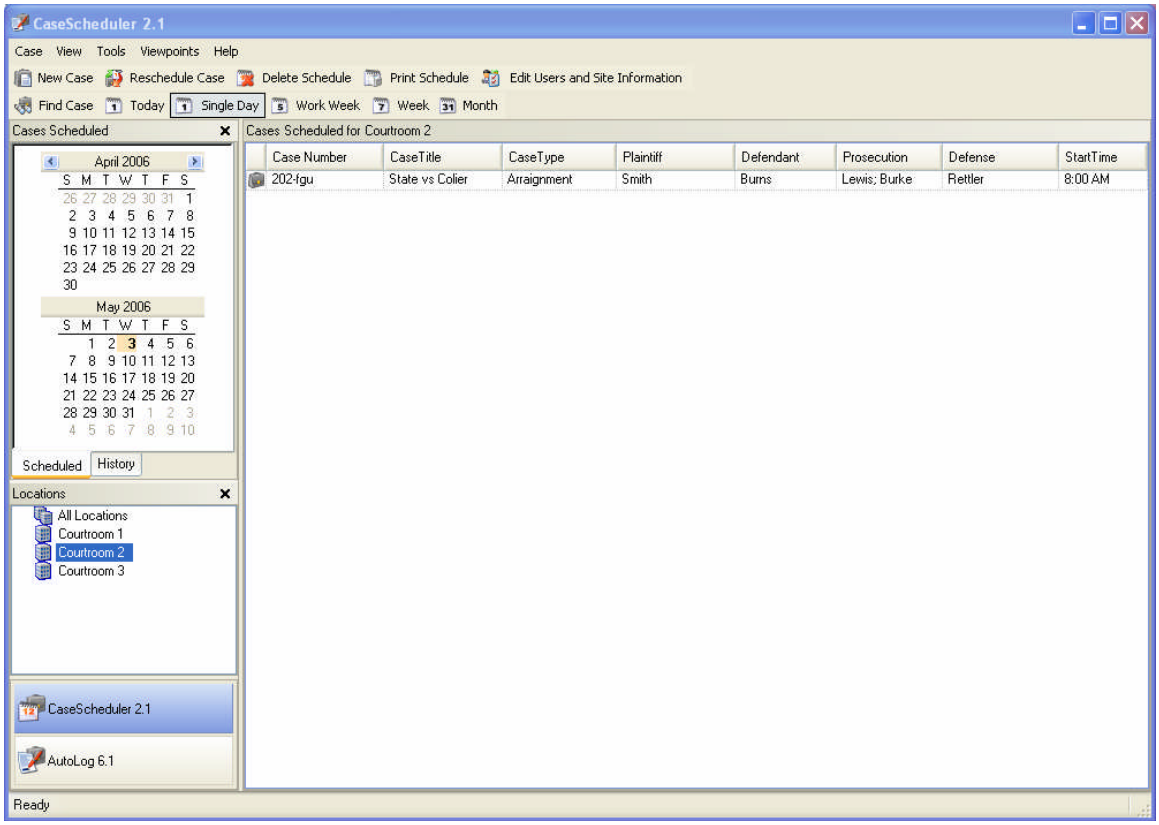
When the mouse button is released, the **Edit Appointment** window will open. You can change the time and date the case is scheduled along with the location of the scheduled case.



For more details on the Edit Appointment window, see the **Edit Appointment Window** section of this manual.

Press **OK** to confirm the appointment and you will return to the Schedule for Case (*XYZ*). At this point you may add more days and times for the particular case or press **Save** to confirm the appointment.

CaseScheduler will return to the Single Day view with the newly scheduled appointment in the case list for the current day. This case is now ready to be used in JAVS AutoLog and will appear in Cases Scheduled Today view in the AutoLog interface.


CaseScheduler 2.1
Case View Tools Viewpoints Help
New Case Reschedule Case Delete Schedule Print Schedule Edit Users and Site Information
Find Case Today Single Day Work Week Week Month
Cases Scheduled
Cases Scheduled for Courtroom 2
Case Number CaseTitle CaseType Plaintiff Defendant Prosecution Defense StartTime
202-fgu State vs Colier Arraignment Smith Burns Lewis; Burke Rettler 8:00 AM
Scheduled History
Locations
All Locations
Courtroom 1
Courtroom 2
Courtroom 3
CaseScheduler 2.1
AutoLog 6.1
Ready

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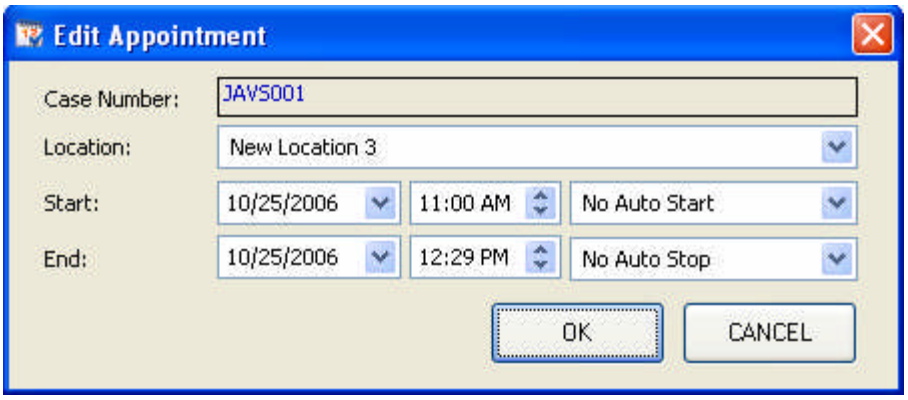
Edit Appointment Window

The Edit Appointment window will appear any time a new case is scheduled or if a case is to be re-scheduled.

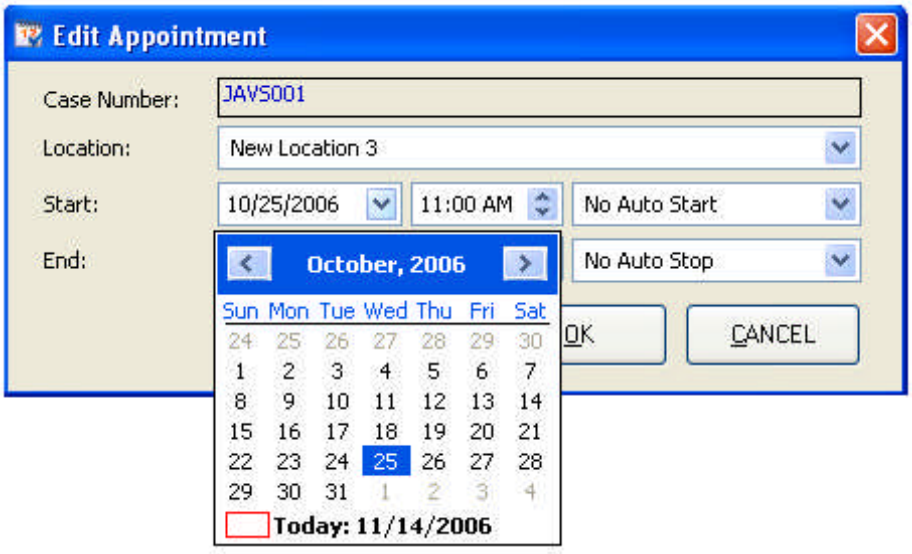
For more precise editing for the user, enhancements have been made to the way the dates and time for the scheduled case is selected.



The Date selection field has been changed to include a calendar pull down.

To select a date in the Edit Appointment window:

1. Press the Selection arrow to the right of the date field and a calendar will appear.



2. Select the month and day for the case's schedule. Clicking on any day in the calendar will highlight and select that day.

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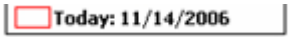
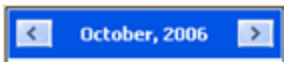
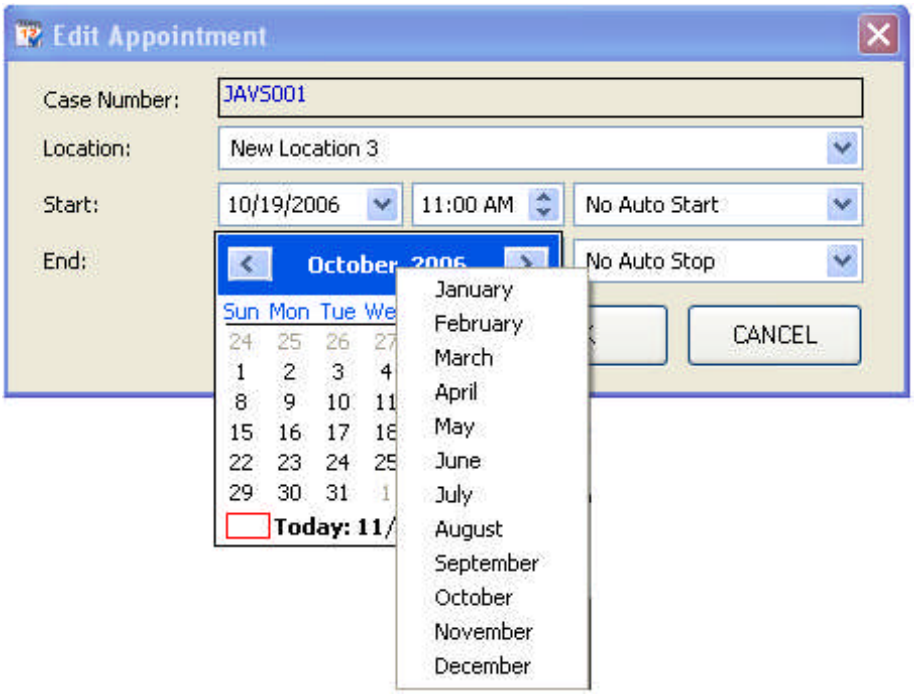
3. Pressing the Today button will schedule the case for the current day.



4. To navigate to a different month, press the right or left arrows to increment or decrement the calendar month.



5. You can also select a month by clicking once on the month title and a pull down will appear, allowing the user to select the month for the case's schedule.



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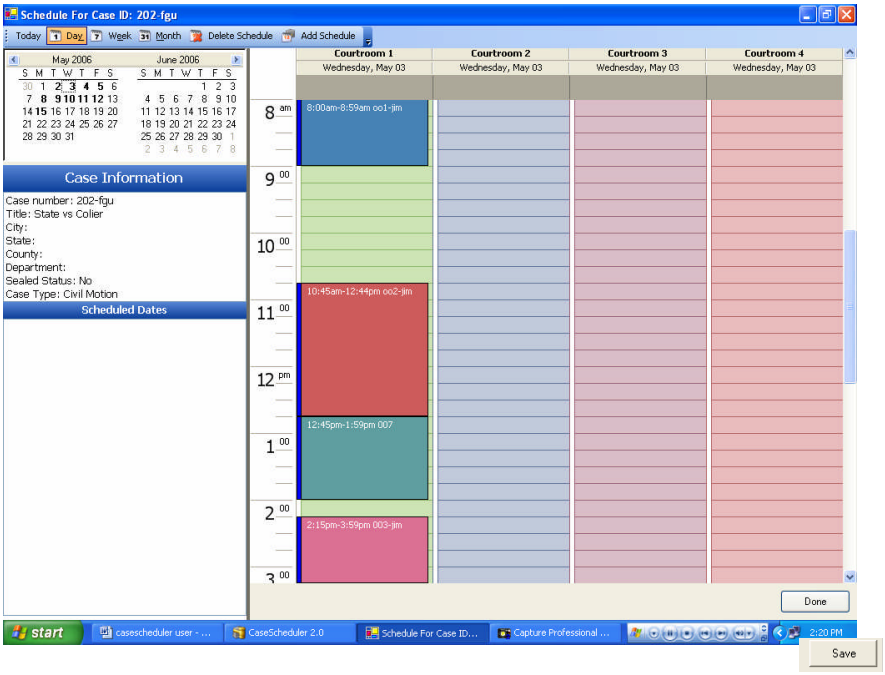
Auto Schedule

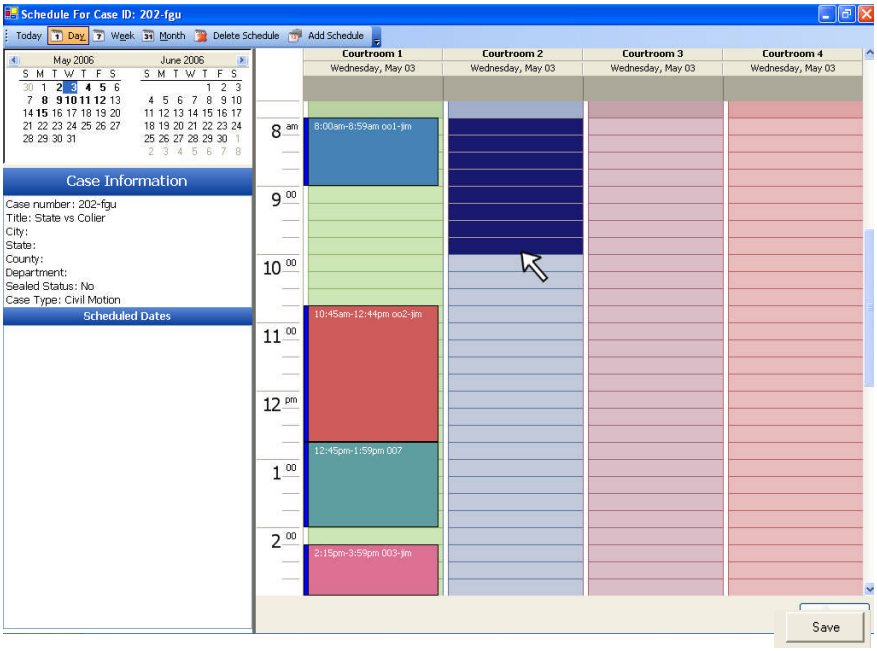
The Auto Schedule function allows the user to schedule a case at a specific time and date and have the case automatically start and stop.

To create an Auto Schedule:

1. Create a new case. Refer to the New Case section of this manual. Once the Save and Schedule button is pressed, the Day/Location View for the current day will appear

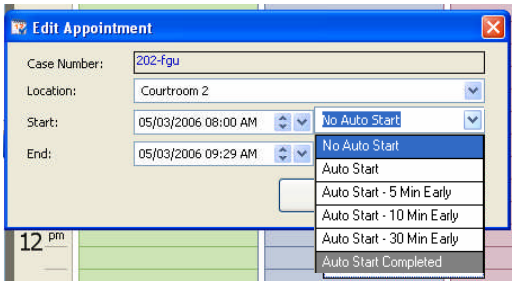


2. Select the column for Courtroom 2. Place your mouse starting at 8am then click and drag for the time interval you wish to schedule. For this example, the schedule will be set for Courtroom 2 from 8am to 10am on Wednesday, May 3rd.

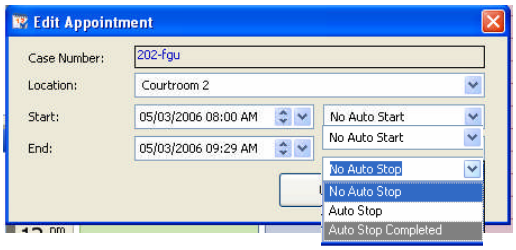


3. When the mouse button is released, the Edit Appointment window will open. You can change the time and date the case is scheduled along with the location of the scheduled case.

The choices for automatically starting are; No Auto Start, Auto Start, 5 minutes early, 10 minutes early and 30 minutes early.

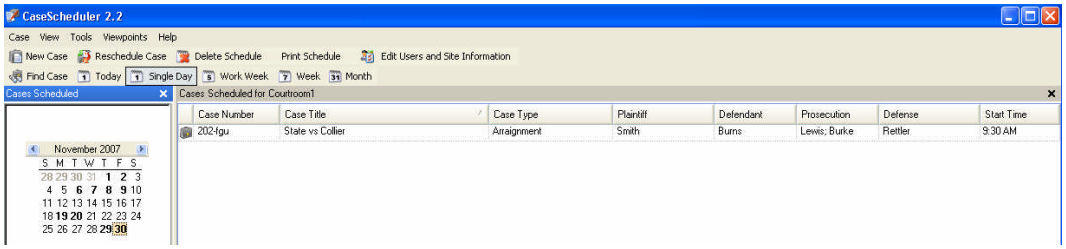


The choice for automatically stopping a case is Stop and no Auto Start.
The Auto Start Completed and Auto Stop Completed are not selections and will display in the cases schedule after the Auto Start and Auto Stop schedule is complete.



4. Press OK to confirm the appointment and you will return to the Schedule for Case (XYZ). At this point you may add more days and times for the particular case or press Save to confirm the appointment.

CaseScheduler will return to the Single Day view with the newly scheduled appointment in the case list for the current day. This case is now ready to be used in JAVS AutoLog and will appear in the Cases Scheduled Today list in the AutoLog interface. The icon next to the case will show a small clock to indicate an Auto Schedule.



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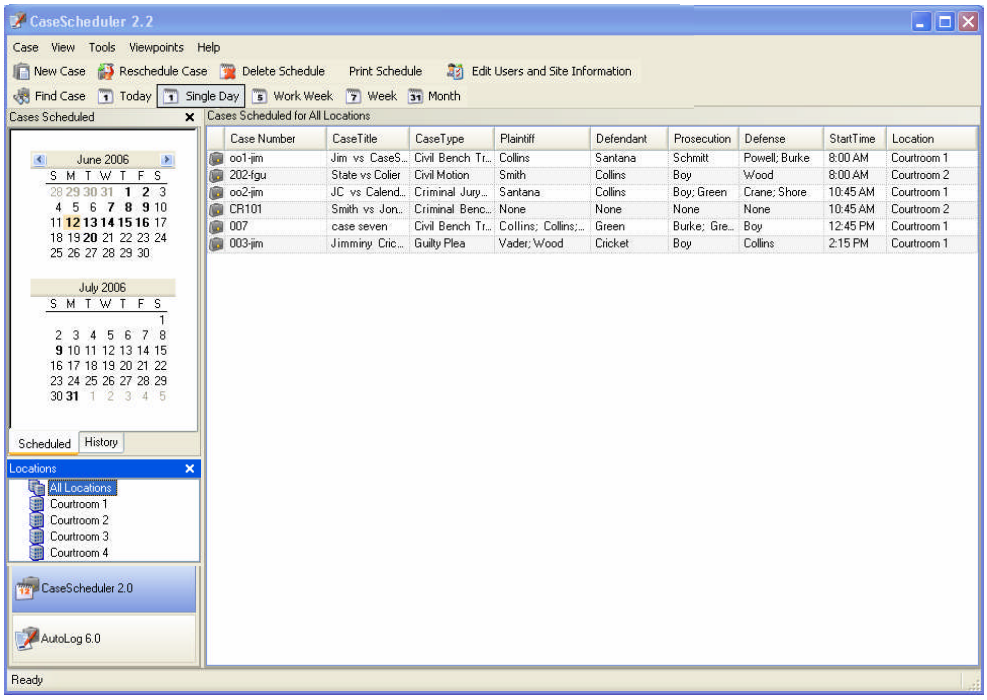
CaseScheduler Features

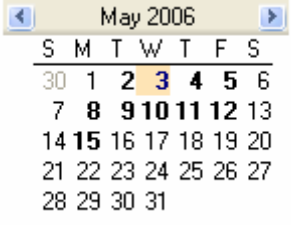
CaseScheduler has a variety of editing and information tracking features that can be useful in keeping schedules, changing schedules, removing schedules, adding personnel to the schedule and finding information on people who have been previously entered into the system. These people can be searched out and added to the schedules along with changing their personal information. There are also different views in which these operations can be performed. This section will go into detail on how to edit and maintain your CaseScheduler information.

NAVIGATING CASESCHEDULER

There are several views in CaseScheduler that allow the user freedom and flexibility to view, edit and reschedule cases. The **Single Day** view is the default view for CaseScheduler and allows the user to select any day in any month and see a list of schedules for any selected day and for any courtroom.

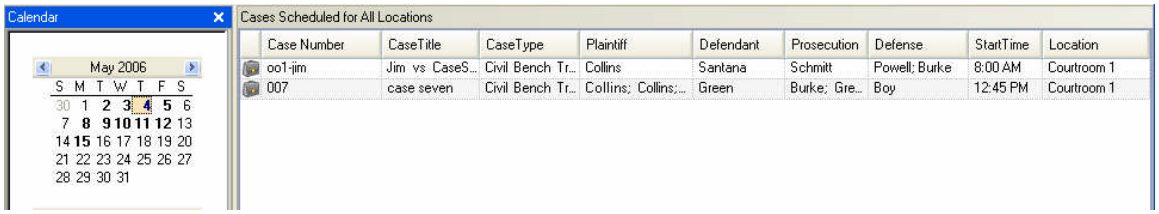
With **All Courtrooms** selected in the **Locations** window, you can see that for May 3rd there are cases scheduled for both courtrooms 1 and 2.

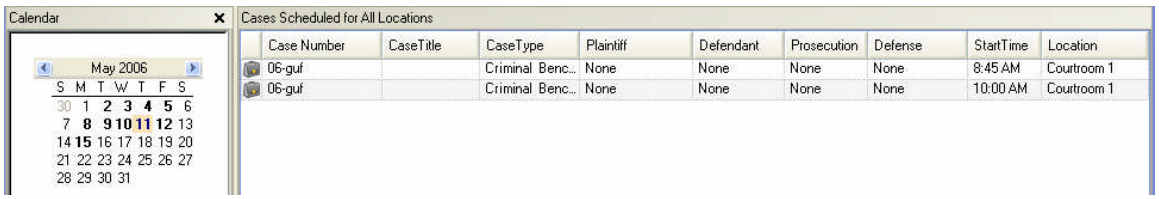




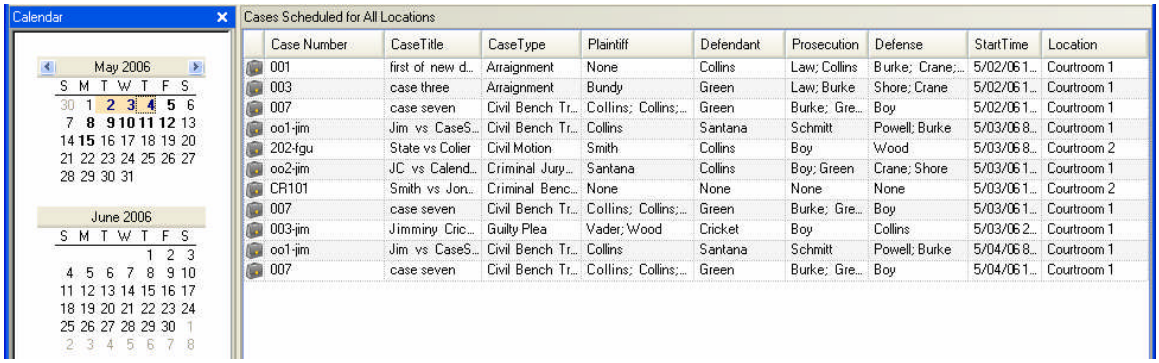
All days that have a BOLD date on the calendar are days that have scheduled cases.

Clicking on individual days in the calendar will update the case list to reflect that days scheduled cases.

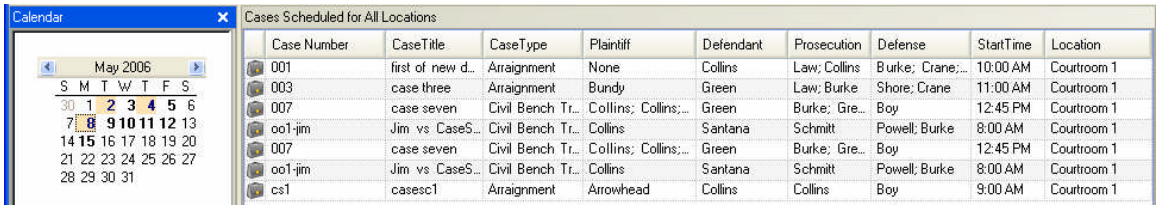

Calendar
May 2006
Cases Scheduled for All Locations
Case Number CaseTitle CaseType Plaintiff Defendant Prosecution Defense StartTime Location
oo1-jim Jim vs CaseS... Civil Bench Tr... Collins Santana Schmitt Powell; Burke 8:00 AM Courtroom 1
007 case seven Civil Bench Tr... Collins; Collins;... Green Burke; Gre... Boy 12:45 PM Courtroom 1


Calendar
May 2006
Cases Scheduled for All Locations
Case Number CaseTitle CaseType Plaintiff Defendant Prosecution Defense StartTime Location
06-guf Criminal Benc... None None None None 8:45 AM Courtroom 1
06-guf Criminal Benc... None None None None 10:00 AM Courtroom 1

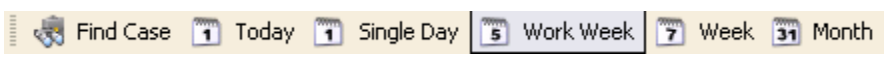
Shift>Select for multiple consecutive days. The example shows a 3 day schedule for May 2nd through May 4th.


Calendar
May 2006
June 2006
Cases Scheduled for All Locations
Case Number CaseTitle CaseType Plaintiff Defendant Prosecution Defense StartTime Location
001 first of new d... Arraignment None Collins Law; Collins Burke; Crane;... 5/02/06 1... Courtroom 1
003 case three Arraignment Bundy Green Law; Burke Shore; Crane 5/02/06 1... Courtroom 1
007 case seven Civil Bench Tr... Collins; Collins;... Green Burke; Gre... Boy 5/02/06 1... Courtroom 1
oo1-jim Jim vs CaseS... Civil Bench Tr... Collins Santana Schmitt Powell; Burke 5/03/06 8... Courtroom 1
202-fgu State vs Colier Civil Motion Smith Collins Boy Wood 5/03/06 8... Courtroom 2
oo2-jim JC vs Calend... Criminal Jury... Santana Collins Boy; Green Crane; Shore 5/03/06 1... Courtroom 1
CR101 Smith vs Jon... Criminal Benc... None None None None 5/03/06 1... Courtroom 2
007 case seven Civil Bench Tr... Collins; Collins;... Green Burke; Gre... Boy 5/03/06 1... Courtroom 1
003-jim Jimminy Cric... Guilty Plea Vader; Wood Cricket Boy Collins 5/03/06 2... Courtroom 1
oo1-jim Jim vs CaseS... Civil Bench Tr... Collins Santana Schmitt Powell; Burke 5/04/06 8... Courtroom 1
007 case seven Civil Bench Tr... Collins; Collins;... Green Burke; Gre... Boy 5/04/06 1... Courtroom 1

Ctrl>Click to view multiple non-consecutive days. The example shows a 3 day schedule for May 2nd, May 4th and May 8th.


Calendar
May 2006
Cases Scheduled for All Locations
Case Number CaseTitle CaseType Plaintiff Defendant Prosecution Defense StartTime Location
001 first of new d... Arraignment None Collins Law; Collins Burke; Crane;... 10:00 AM Courtroom 1
003 case three Arraignment Bundy Green Law; Burke Shore; Crane 11:00 AM Courtroom 1
007 case seven Civil Bench Tr... Collins; Collins;... Green Burke; Gre... Boy 12:45 PM Courtroom 1
oo1-jim Jim vs CaseS... Civil Bench Tr... Collins Santana Schmitt Powell; Burke 8:00 AM Courtroom 1
007 case seven Civil Bench Tr... Collins; Collins;... Green Burke; Gre... Boy 12:45 PM Courtroom 1
oo1-jim Jim vs CaseS... Civil Bench Tr... Collins Santana Schmitt Powell; Burke 8:00 AM Courtroom 1
cs1 casesc1 Arraignment Arrowhead Collins Collins Boy 9:00 AM Courtroom 1

The **Work Week** view has two separate ways of viewing the scheduled cases depending on whether the user is looking at a **Single Location** or **All Locations.**



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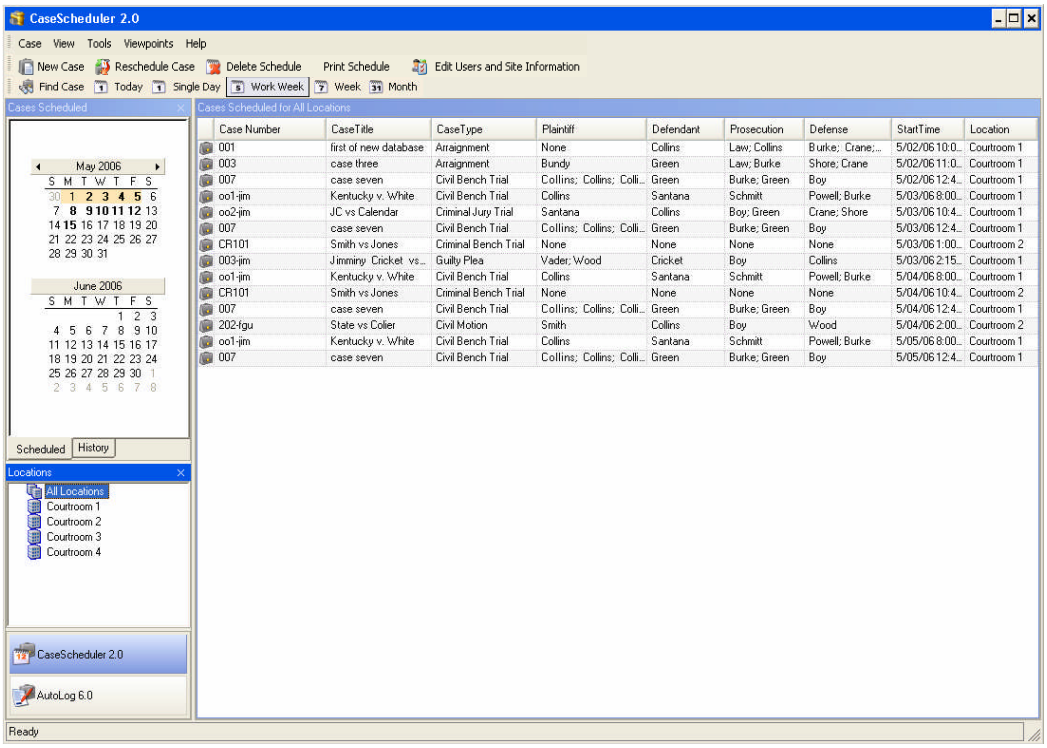
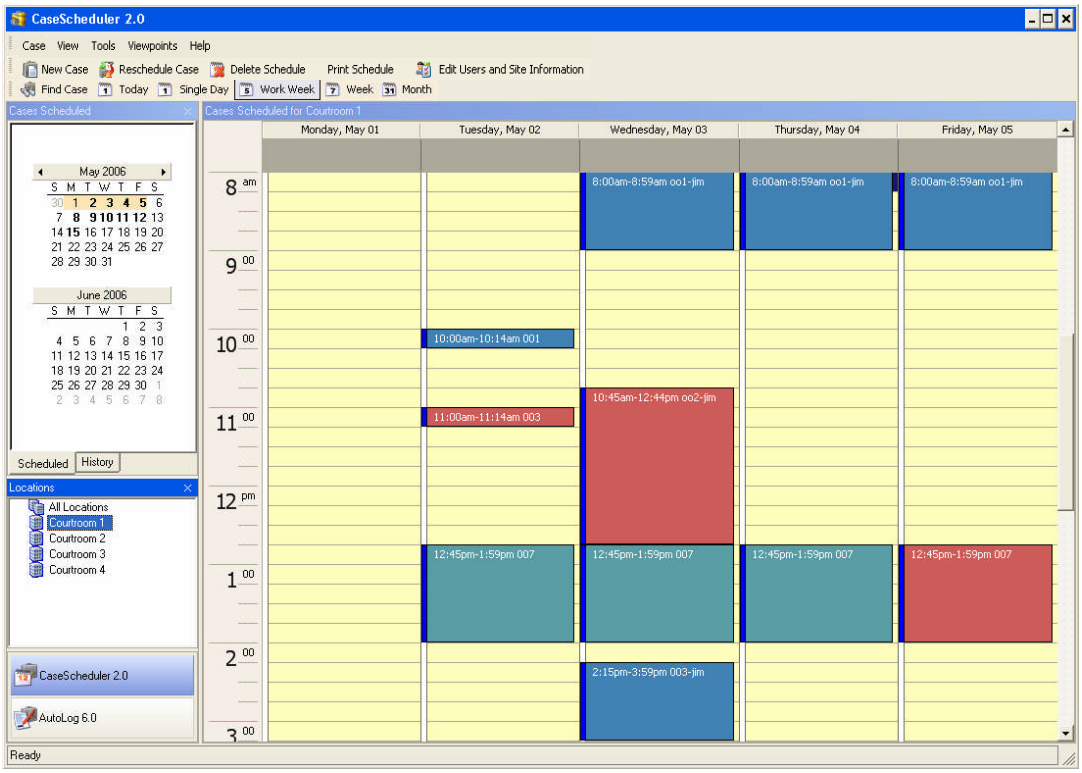
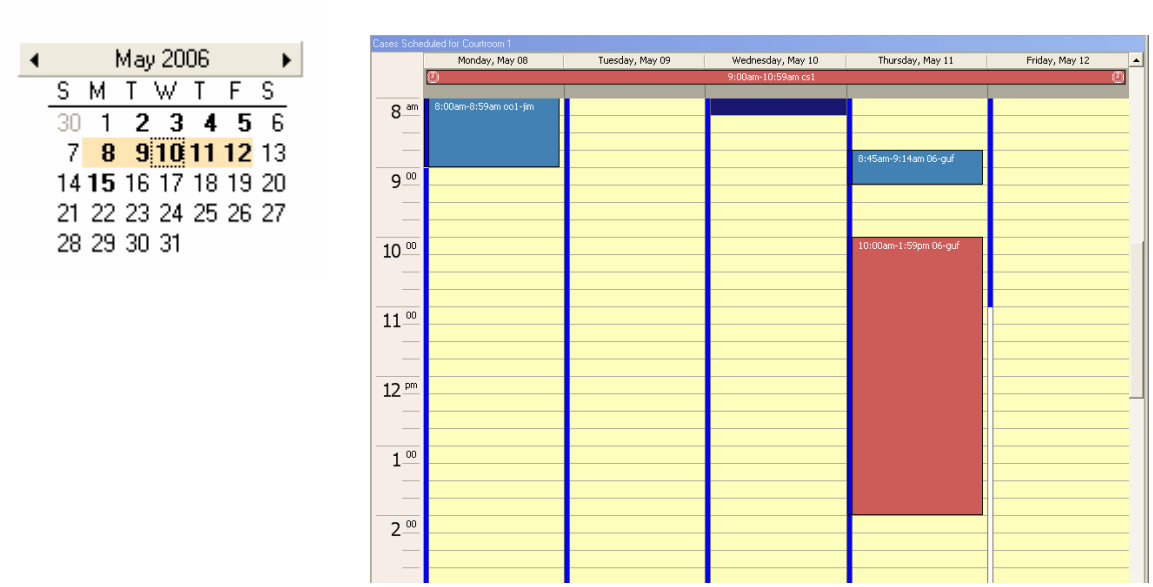
When **All Locations** is selected, the view stays in the list view and shows all the scheduled cases for the selected week for each courtroom.


CaseScheduler 2.0
Case View Tools Viewpoints Help
New Case Reschedule Case Delete Schedule Print Schedule Edit Users and Site Information
Find Case Today Single Day Work Week Week Month
Cases Scheduled
Cases Scheduled for All Locations
Case Number CaseTitle CaseType Plaintiff Defendant Prosecution Defense StartTime Location
001 first of new database Arraignment None Collins Law; Collins Burke; Crane;... 5/02/06 10:0... Courtroom 1
003 case three Arraignment Bundy Green Law; Burke Shore; Crane 5/02/06 11:0... Courtroom 1
007 case seven Civil Bench Trial Collins; Collins; Colli... Green Burke; Green Boy 5/02/06 12:4... Courtroom 1
oo1-jim Kentucky v. White Civil Bench Trial Collins Santana Schmitt Powell; Burke 5/03/06 8:00... Courtroom 1
oo2-jim JC vs Calendar Criminal Jury Trial Santana Collins Boy; Green Crane; Shore 5/03/06 10:4... Courtroom 1
007 case seven Civil Bench Trial Collins; Collins; Colli... Green Burke; Green Boy 5/03/06 12:4... Courtroom 1
CR101 Smith vs Jones Criminal Bench Trial None None None None 5/03/06 1:00... Courtroom 2
003-jim Jimminy Cricket vs... Guilty Plea Vader; Wood Cricket Boy Collins 5/03/06 2:15... Courtroom 1
oo1-jim Kentucky v. White Civil Bench Trial Collins Santana Schmitt Powell; Burke 5/04/06 8:00... Courtroom 1
CR101 Smith vs Jones Criminal Bench Trial None None None None 5/04/06 10:4... Courtroom 2
007 case seven Civil Bench Trial Collins; Collins; Colli... Green Burke; Green Boy 5/04/06 12:4... Courtroom 1
202-fgu State vs Collier Civil Motion Smith Collins Boy Wood 5/04/06 2:00... Courtroom 2
oo1-jim Kentucky v. White Civil Bench Trial Collins Santana Schmitt Powell; Burke 5/05/06 8:00... Courtroom 1
007 case seven Civil Bench Trial Collins; Collins; Colli... Green Burke; Green Boy 5/05/06 12:4... Courtroom 1
May 2006
June 2006
Scheduled History
Locations
All Locations
Courtroom 1
Courtroom 2
Courtroom 3
Courtroom 4
CaseScheduler 2.0
AutoLog 6.0
Ready

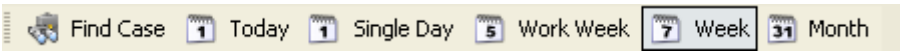
If a **Single Location** is selected, CaseScheduler switches to a single week view (Monday through Friday) with time of day increments for that location.



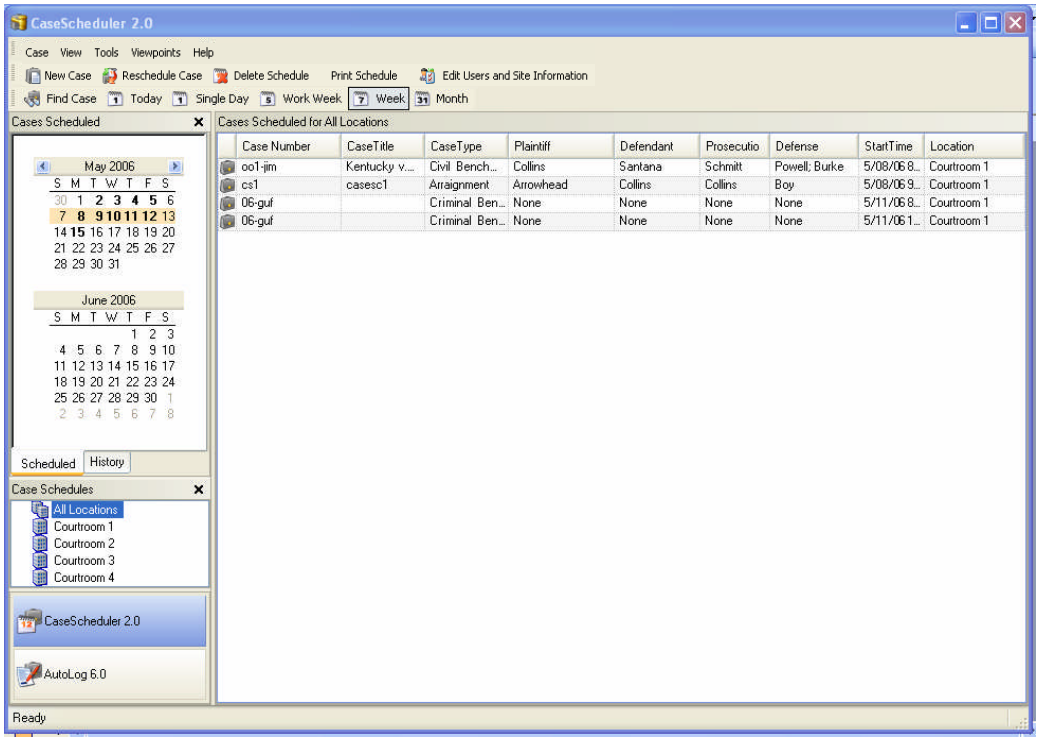
By selecting any day, Monday through Friday, of any week, in any month will show the schedules for that week of that month.


May 2006
S M T W T F S
30 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
Cases Scheduled for Courtroom 1
Monday, May 08
Tuesday, May 09
Wednesday, May 10
Thursday, May 11
Friday, May 12
9:00am-10:59am cs1
8:00am-8:59am oo1-jim
8:45am-9:14am 06-guf
10:00am-1:59pm 06-guf

The **Week** view has two separate ways of viewing the scheduled cases depending on whether the user is looking at a **Single Location** or **All Locations.**



When **All Locations** is selected, the view stays in the list view and shows all the scheduled cases for the selected week for each courtroom. The week view extends through Saturday and Sunday of the selected week.



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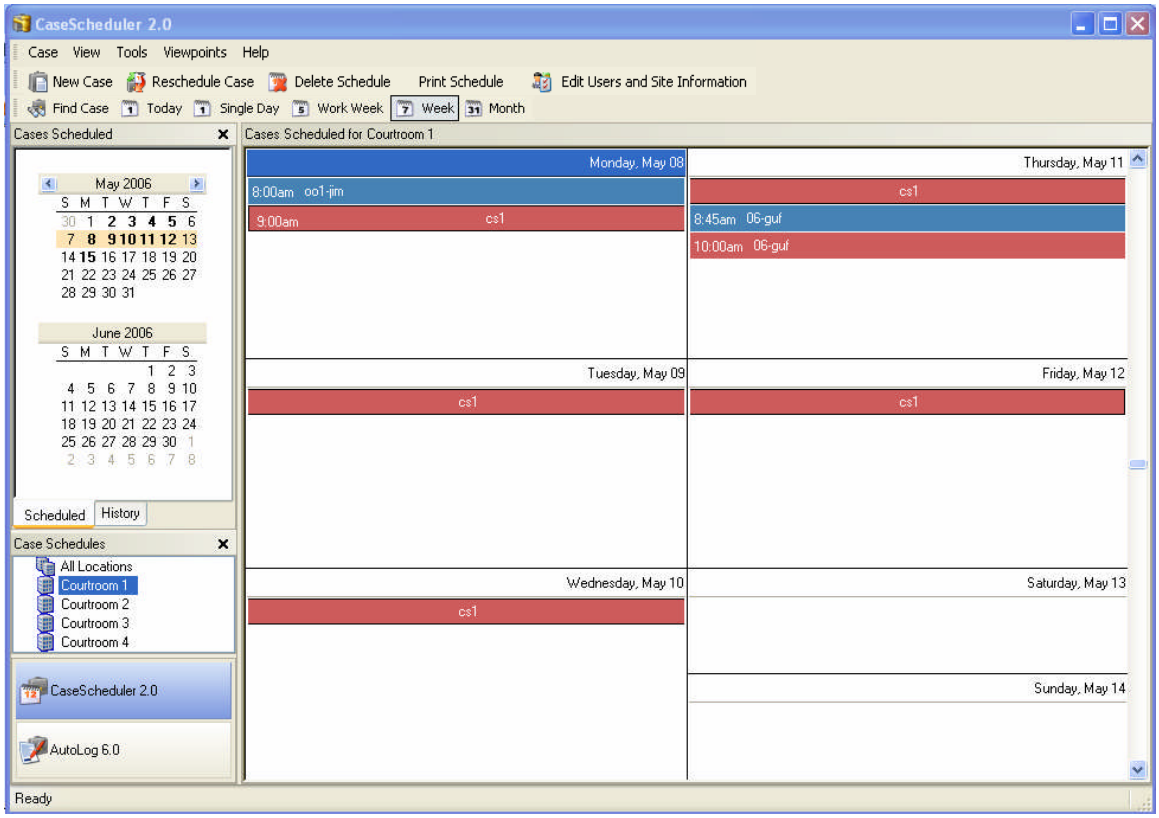
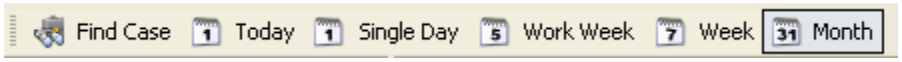
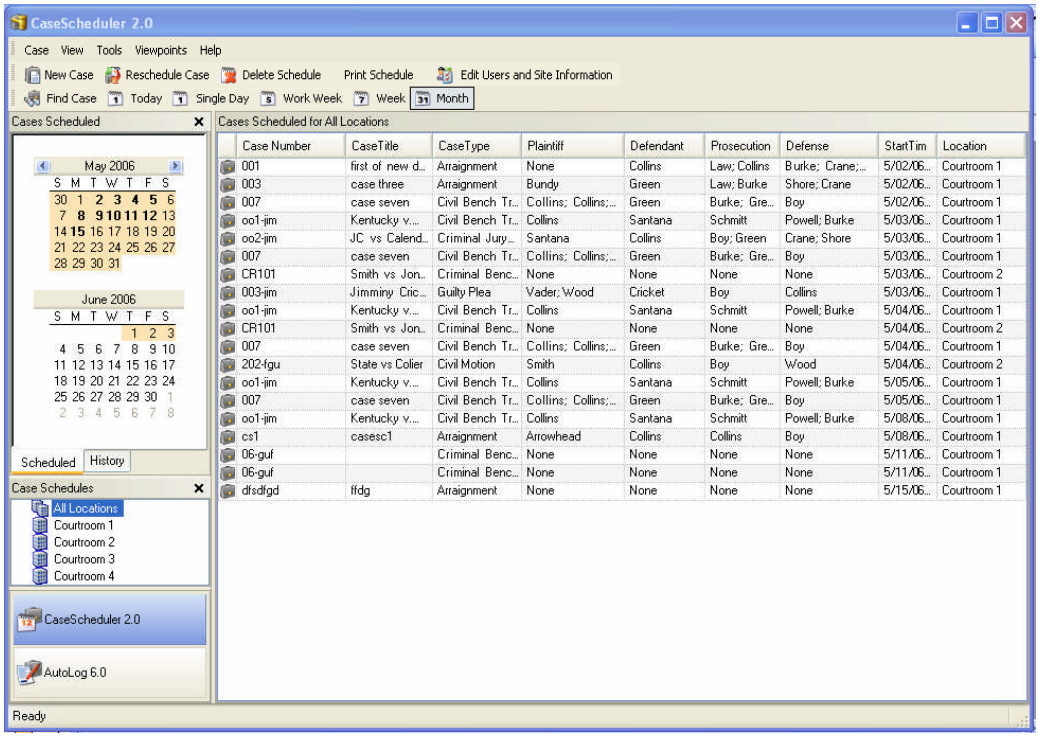
If a **Single Location** is selected, CaseScheduler switches to a single week view (Monday through Sunday) of scheduled case blocks for each day.



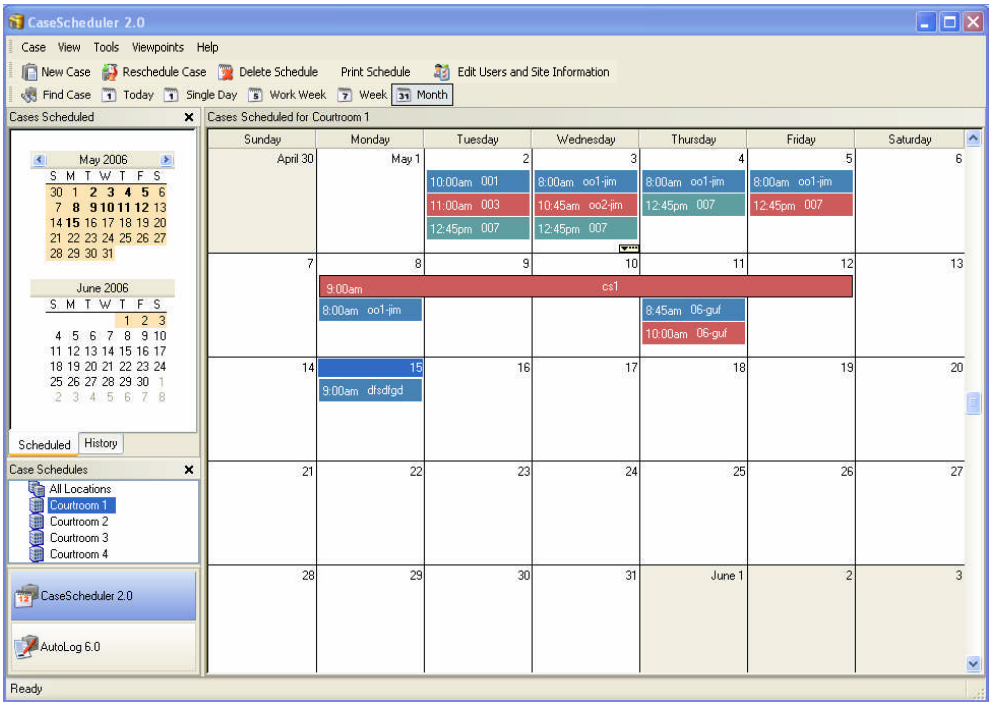
The **Month** view has two separate ways of viewing the scheduled cases depending on whether the user is looking at a **Single Location** or **All Locations.**



When **All Locations** is selected, the view stays in the list view and shows all the scheduled cases for the selected month for each courtroom.



If a **Single Location** is selected, CaseScheduler switches to a single month view of scheduled case blocks for each day of the month.



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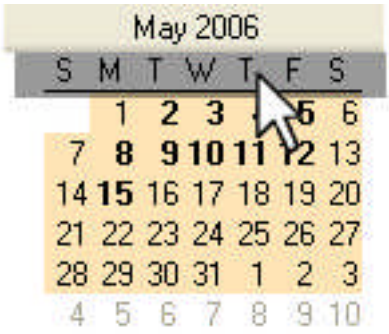
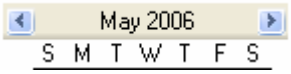
There are several ways to navigate from month to month in the **Month View**. By clicking the day area of the calendar for any month will change the view to that selected month.

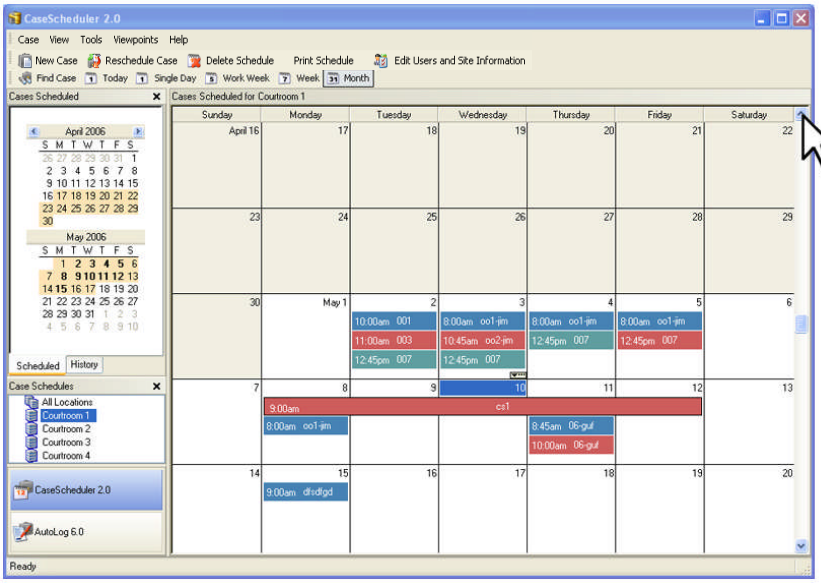


Click and hold on the month title bar and a drop down menu of each month will appear for large jumps. The view will show any scheduled cases for the selected month.



Clicking on the blue right and left arrows will update the view by consecutive months at a time.

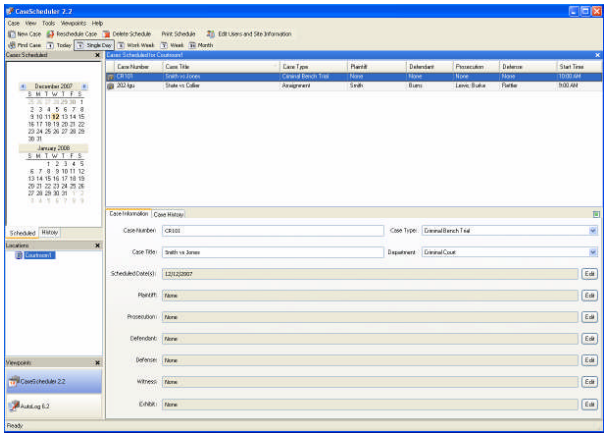
The final way to navigate in the **Month View** is by scrolling using a mouse wheel or the scroll arrows to the right of the calendar view. Scrolling down increments through the calendar one week at a time and scrolling up decrements through the calendar one week at a time.



CHANGING AND ADDING CASE INFORMATION

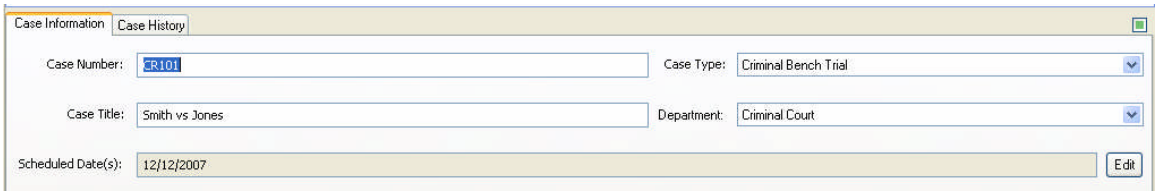
Once a New Case has been scheduled, all the information pertaining to that case can be edited.

CaseScheduler 2.2
Case View Tools Viewpoints Help
New Case Reschedule Case Delete Schedule Print Schedule Edit Users and Site Information
Find Case Today Single Day Work Week Week Month
Cases Scheduled
Cases Scheduled for Courtroom1
Case Number Case Title Case Type Plaintiff Defendant Prosecution Defense Start Time
CR101 Smith vs Jones Criminal Bench Trial None None None None 10:00 AM
202-fgu State vs Collier Arraignment Smith Burns Lewis; Burke Rettler 9:00 AM
December 2007



By clicking anywhere in the row for a given case brings up an editable case information screen. In this example, select the row that has case **CR101** and the case information screen will appear.

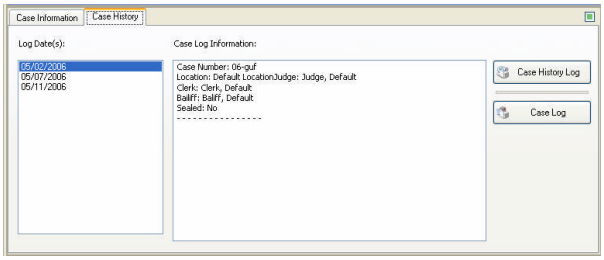
There are 2 tabs associated with the selected case.



The **Case Information** tab, which allows the user to change the **Case Type,** the **Case Title, Department**, and the **Scheduled Date**.

Also, there are **Prosecution**, **Defense**, **Plaintiff**, **Defendant**, **Witness** and **Exhibit** fields for adding or editing users and contacts.

The **Case History** tab shows a list of dates a case has been started and logged.



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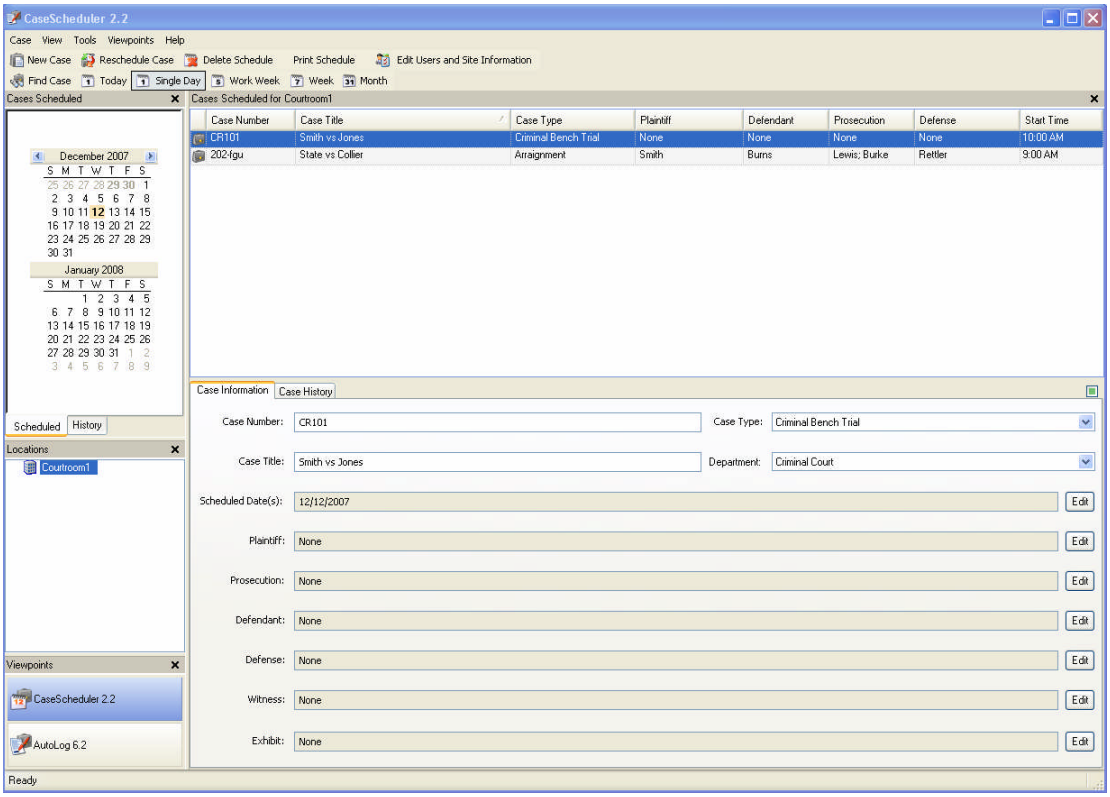
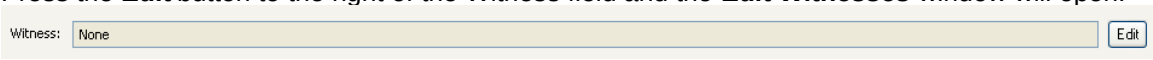
ADDING WITNESSES AND EXHIBITS

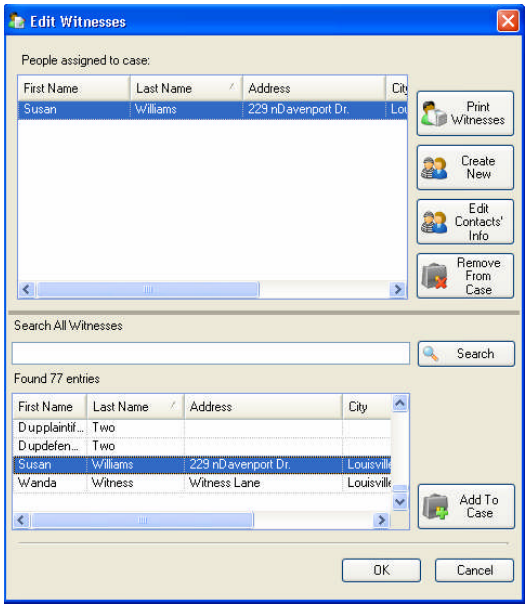
To add a witness to the current case, select a case in the Day view and the case properties for that case will appear.



Press the **Edit** button to the right of the Witness field and the **Edit Witnesses** window will open.



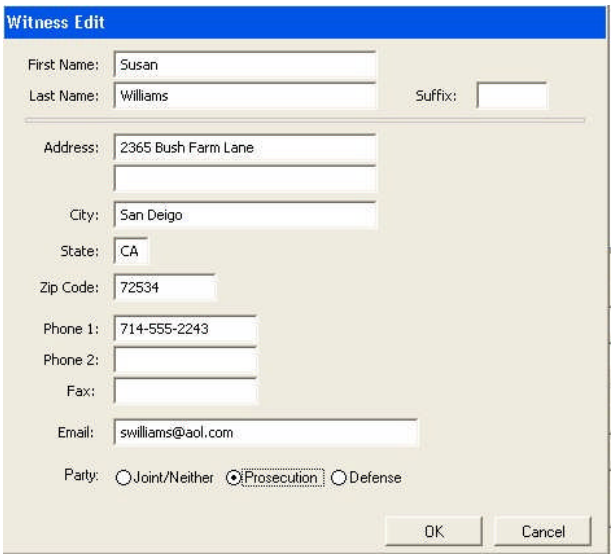
If the witness exists in the database, you can press the **Search** button, choose the witness from a list and press the **Add to this case** button. The witness will appear in the **People assigned to this case** field. Press **OK**.



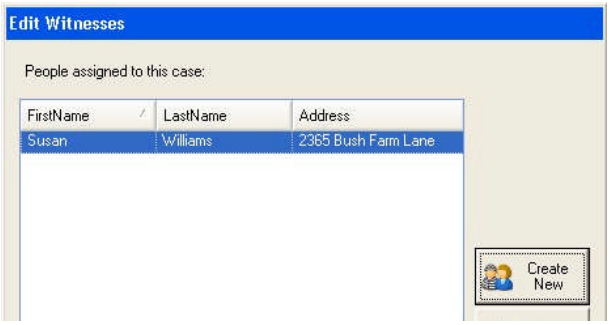
If this is a new witness, press the **Create New** button.

The **Witness Edit** window will open. After entering all the information to keep on record, press the **OK** button.

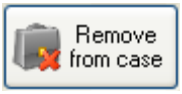
(Be sure to include the **Party** to which the witness belongs).



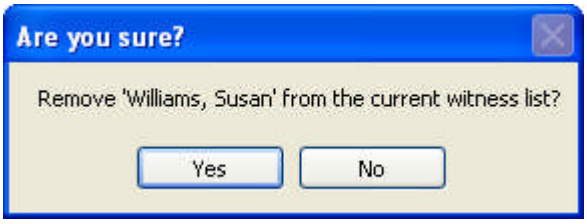
The new witness name will appear in the **People assigned to this case** name field.



To remove a witness, select the witness to remove and press the **Remove from case** button.



A confirmation screen will appear. Press **Yes** or **No** to confirm. If **Yes**, the witness will be removed from the case.



Once a witness has been logged, a witness cannot be removed from the case.

More witnesses can be added by creating new contacts or by searching the database for existing contacts. When all witnesses are assigned to the case, press the **OK** button.

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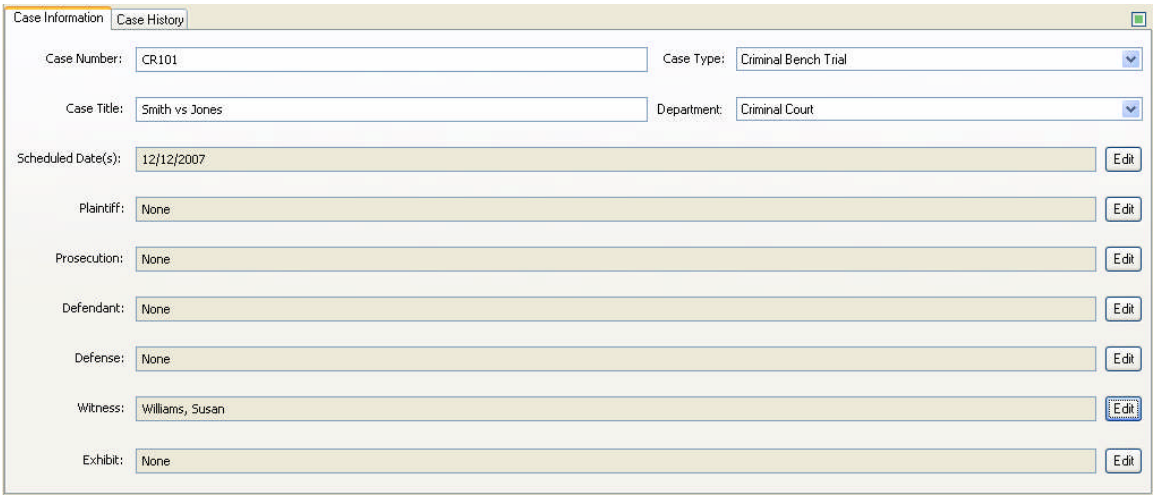
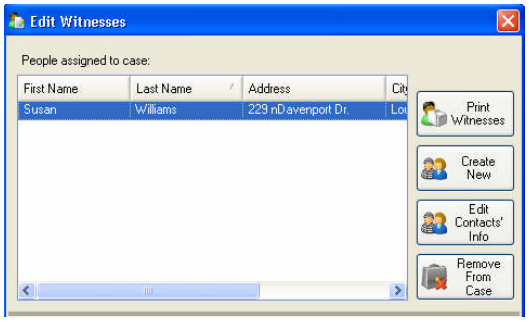
CaseScheduler returns to the Day View and the new witness appears in the **Available Witness List** for that case.

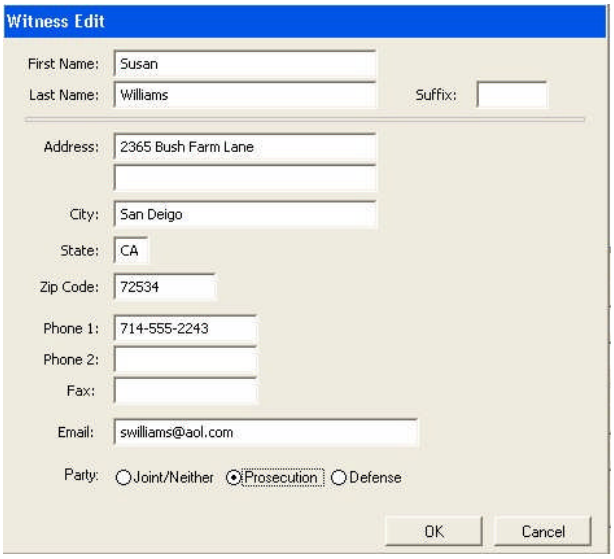


To add or edit information for a particular witness, select the **Edit** button next to the Witness field. The **Edit Witnesses** window will open.

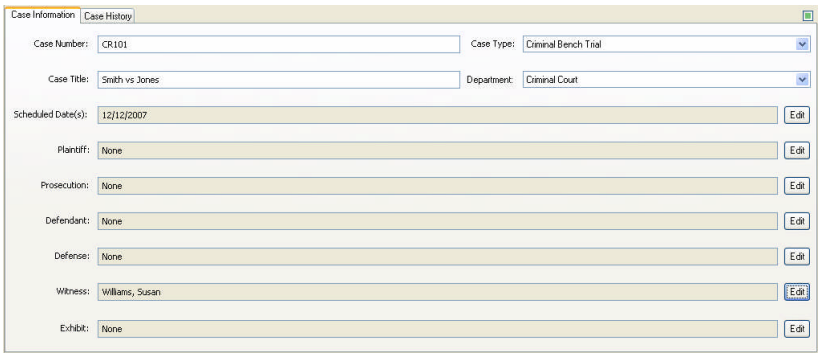


Select the witness you wish to change information for and press the **Edit Contacts Info** button.

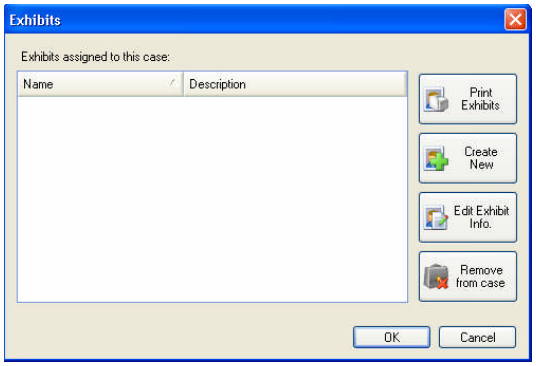
The **Witness Edit** window will open. Delete, add or edit any existing information and press **OK**.



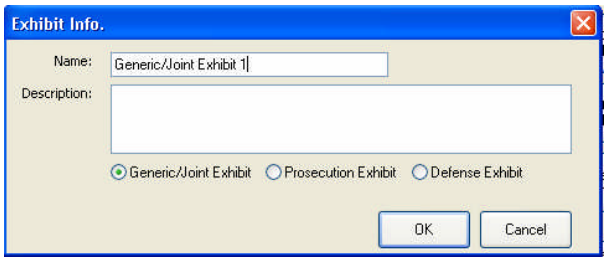
Exhibits can be added to the case through the **Case Information tab**. Exhibits can be electronic files or physical objects that are noted in the **Exhibit** dialog.



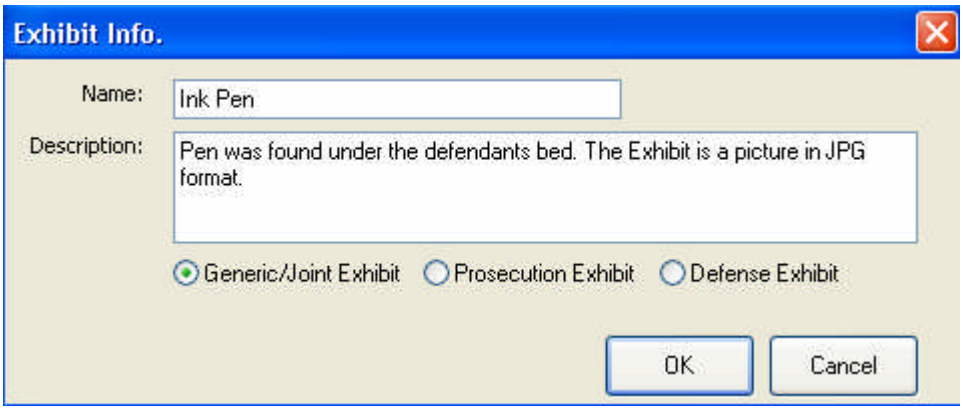
To add an exhibit to the current case, press **Edit** button next to the Exhibit field.



The **Exhibits** window will open. Press the **Create New** button

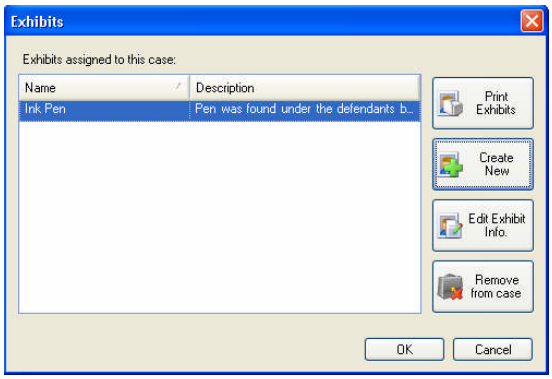


The **Exhibit Info.** window will appear. CaseScheduler will automatically assign an exhibit number pertaining to the party assignment. Use this name or enter the name for the exhibit, any notes that pertain to that exhibit and assignment; press **OK**.



The exhibit will appear in the Exhibit List for the selected case.

You can add or edit information for a particular exhibit by selecting the exhibit and pressing the **Edit** button. The **Exhibits** window will open. Delete, add or edit any existing information and press **OK**.



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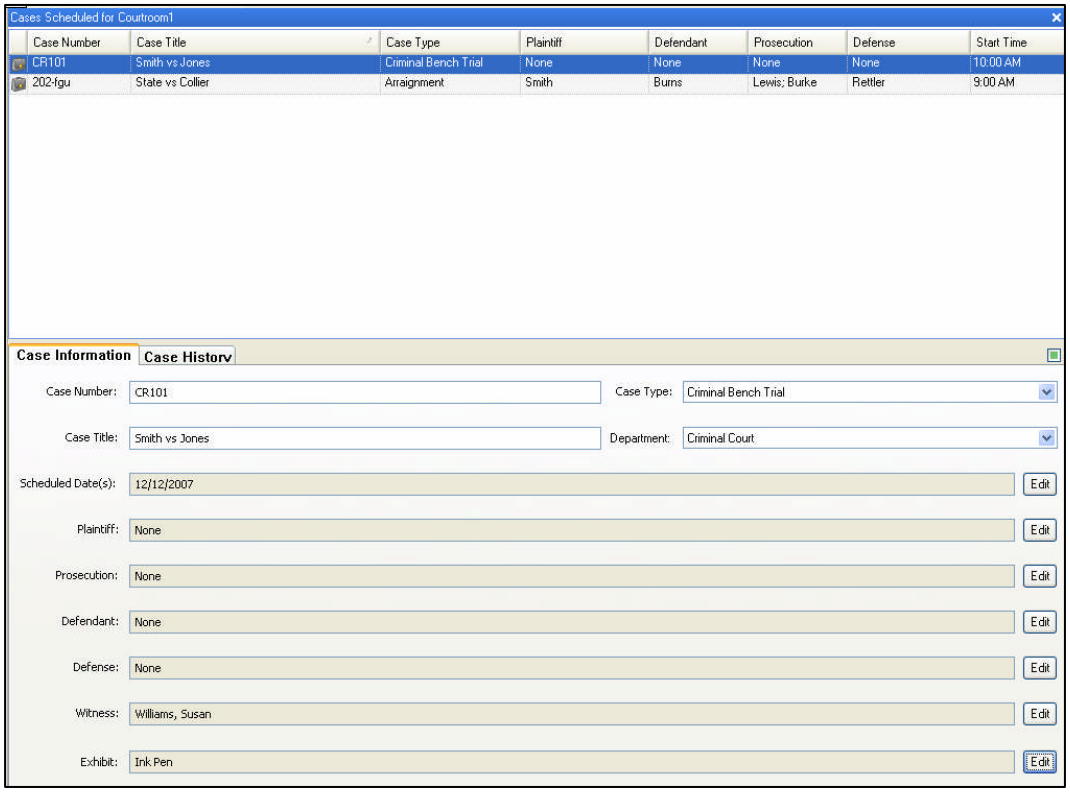
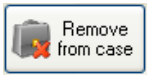
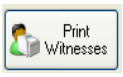
Exhibits and witnesses have been added to the case **CR101** and are now a part of that case.



You can delete exhibits by using the **Remove from case** button. If an exhibit has been logged, it cannot be removed from the case.

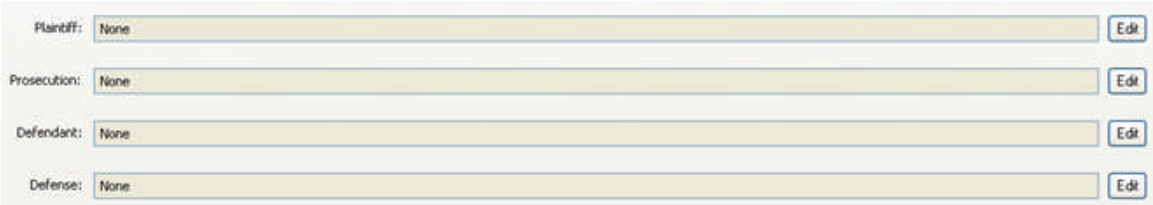


A list of witnesses or exhibits can be printed using the **Print Witnesses** or **Print Exhibits** buttons, and will be sent to a local or network printer, or can be printed in PDF format.



ADDING ATTORNEYS, DEFENDANTS AND PLAINTIFFS

If attorneys, defendants and plaintiffs were not entered during the New Case process, they can be added in the Case Information window for that case by pressing the edit button to the right of each respective field. Refer to the **Creating a New Case** section of this manual for adding users and contacts.



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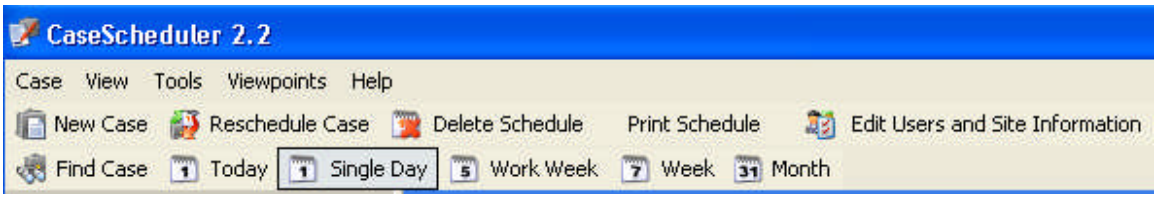
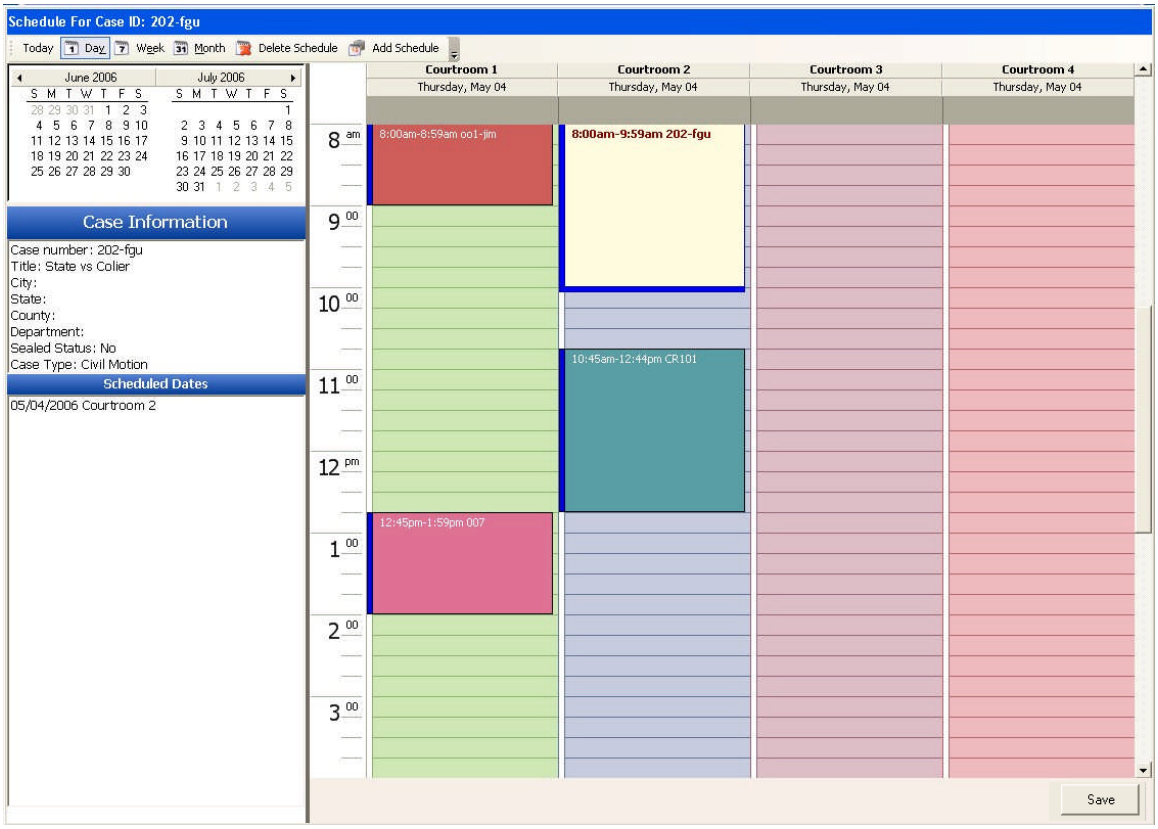
RESCHEDULE CASE

There are several ways to reschedule a case in CaseScheduler. To reschedule a case, select the case and press the **Reschedule Case** button or select **Case>Reschedule Case**.



The **Schedule For Case ID** window will open. The default view is **Day View** with all courtrooms on the current day with time of day increments.



In this view, cases can be moved in the current courtroom to reschedule a new time of day for that case or can be moved to other courtrooms and a new time of day.

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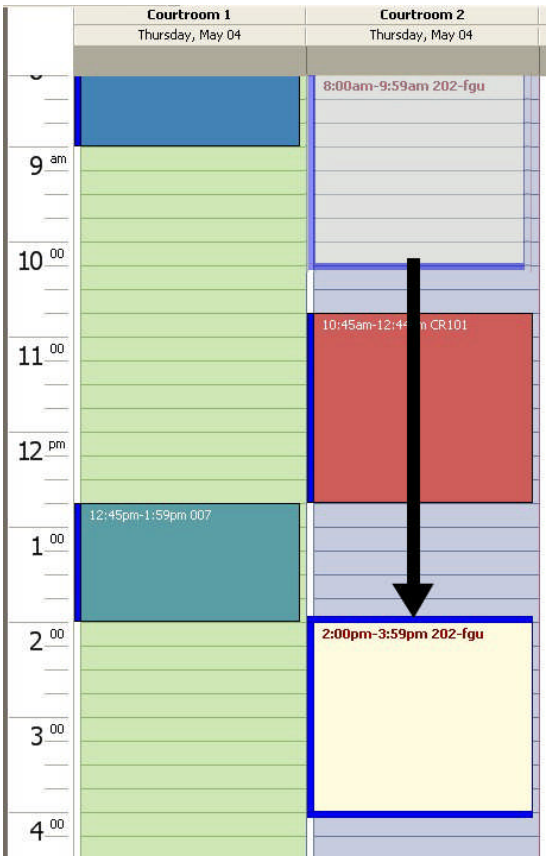
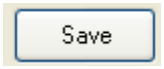
In this example, Case 202-fgu for Courtroom 2 will be moved from 8am to 2pm for Thursday May 4th. Click on the case and drag it to 2pm for that courtroom.



The second method is to double click on Case 202-fgu and an **Edit Appointment** dialog box will open. The **Location**, **Start** and **End** times can be changed.

When the new schedule has been completed, press the **Save** button in the lower right corner of the screen.



The new time is reflected for that case in the **Cases Scheduled** list.

Case Number	CaseTitle	CaseType	Plaintiff	Defendant	Prosecution	Defense	StartTime	Location
oo1-jim	Kentucky v. White	Civil Bench Trial	Collins	Santana	Schmitt	Powell; Burke	8:00 AM	Courtroom 1
CR101	Smith vs Jones	Criminal Bench...	None	None	None	None	10:45 AM	Courtroom 2
007	case seven	Civil Bench Trial	Collins; Collins; Co...	Green	Burke; Green	Boy	12:45 PM	Courtroom 1
202-fgu	State vs Colier	Civil Motion	Smith	Collins	Boy	Wood	2:00 PM	Courtroom 2

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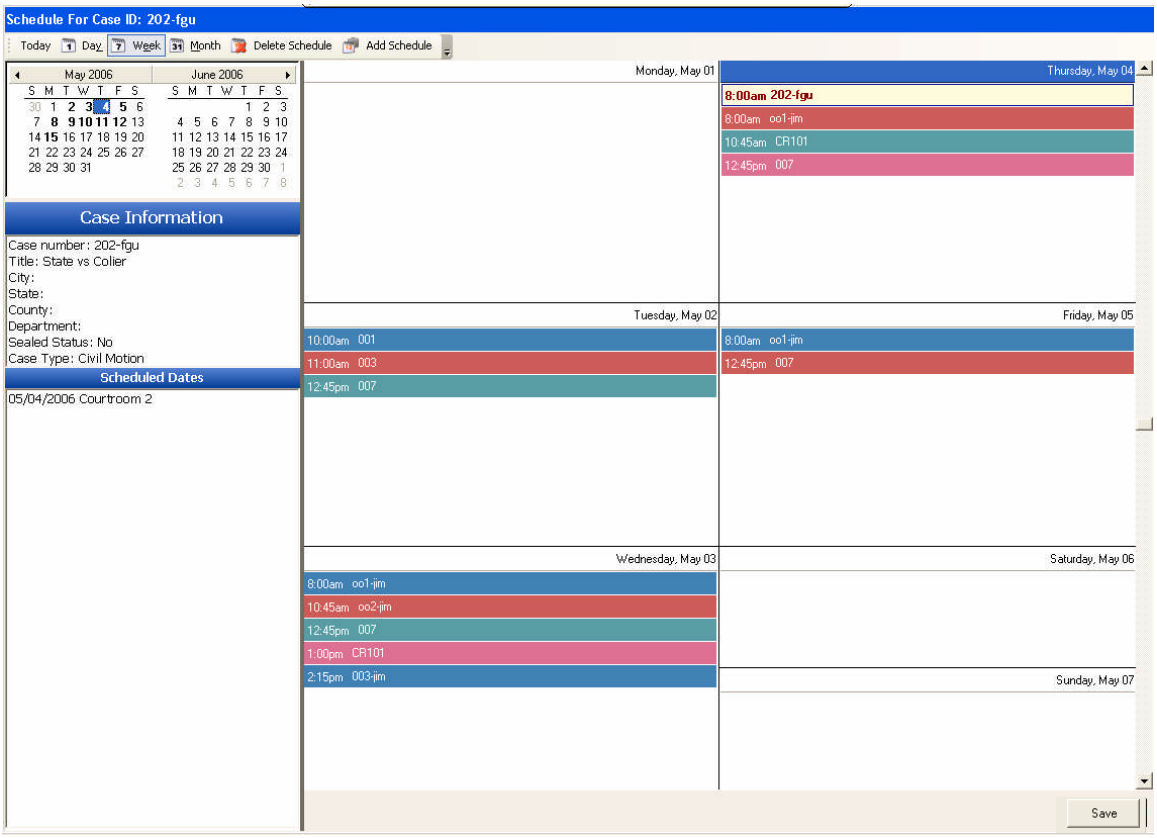
There are two other views in the **Reschedule Case** window that can be used for rescheduling a case. The **Week View**, which shows the week in which the scheduled case exists from Monday through Sunday, allows the user to move or edit schedules within a given week. Just as in the **Day View**, schedules can be dragged to new locations or double-clicked for the **Edit Appointment** dialog.



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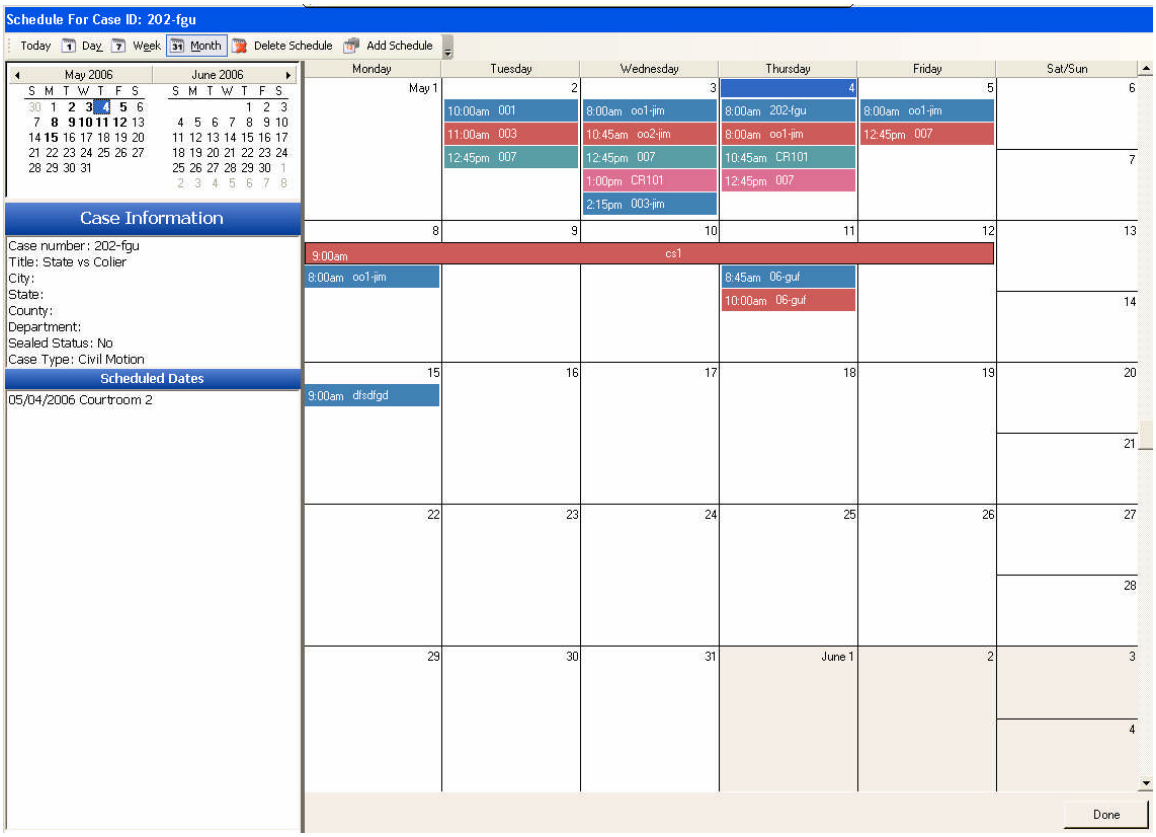
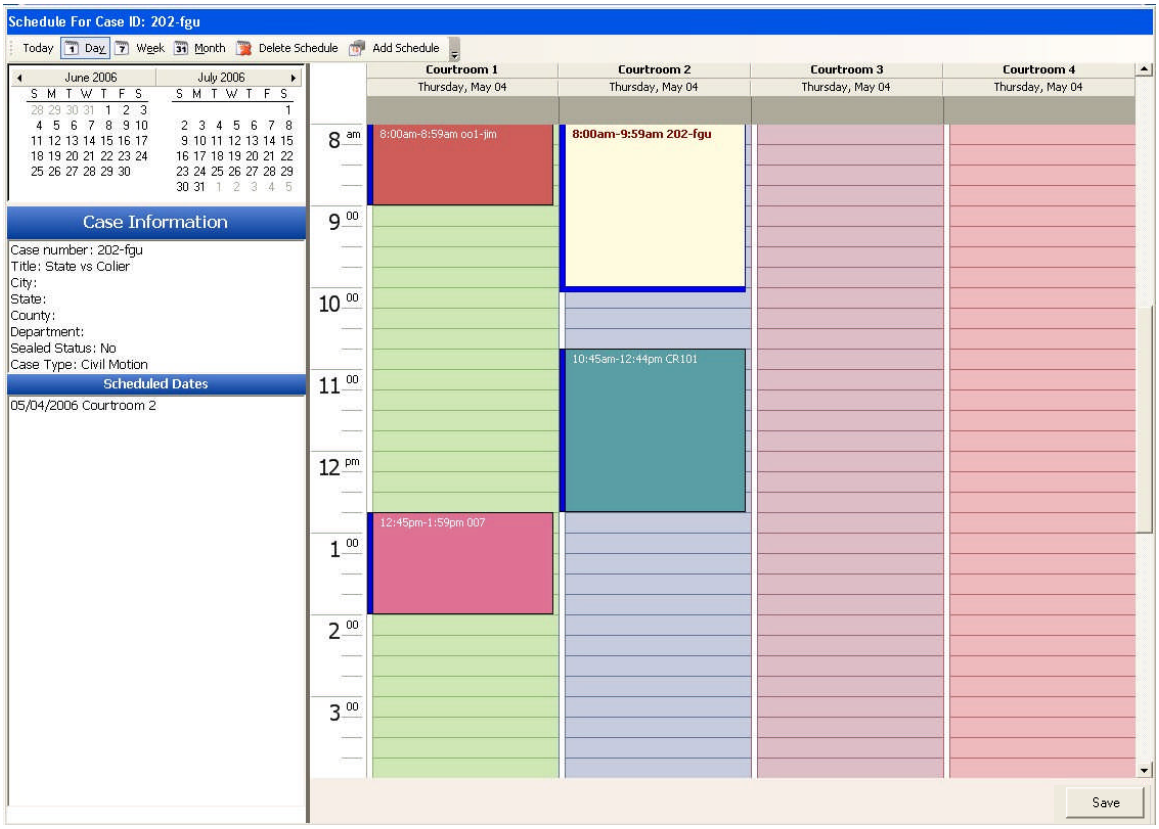
The **Month View**, which shows the month in which the selected case exists from the first of the month to the end of the month, allows the user to move or edit schedules within a given month. Just as in the **Day** and **Week Views**, schedules can be dragged to new locations or double-clicked for the **Edit Appointment** dialog.



In all three views, Day, Week and Month, case information is displayed at the left side of the window along with the existing scheduled date(s) for that case. Also, in all three views the user has the ability to delete a schedule or add a new schedule.

Another way to edit and reschedule a case would be through the Case Information window. When in the **Single Day View**, pressing the edit button to the right of the **Scheduled Date(s)** field for a selected case will also open the reschedule case dialog.

The user can use the same conventions for editing and rescheduling a case just as if you had pressed the **Reschedule Case** button.



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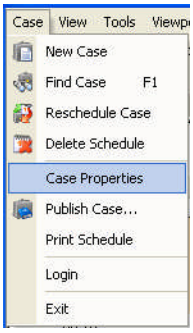
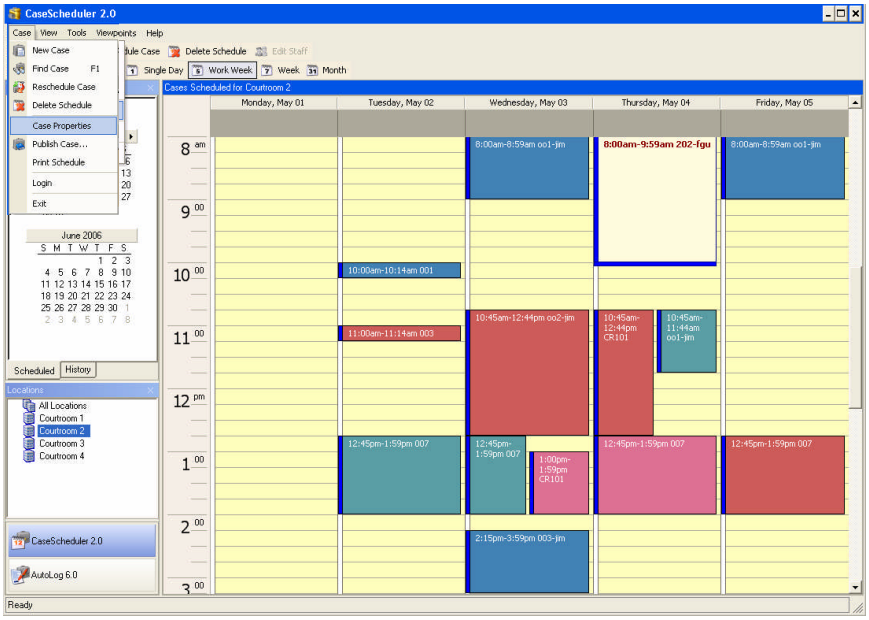
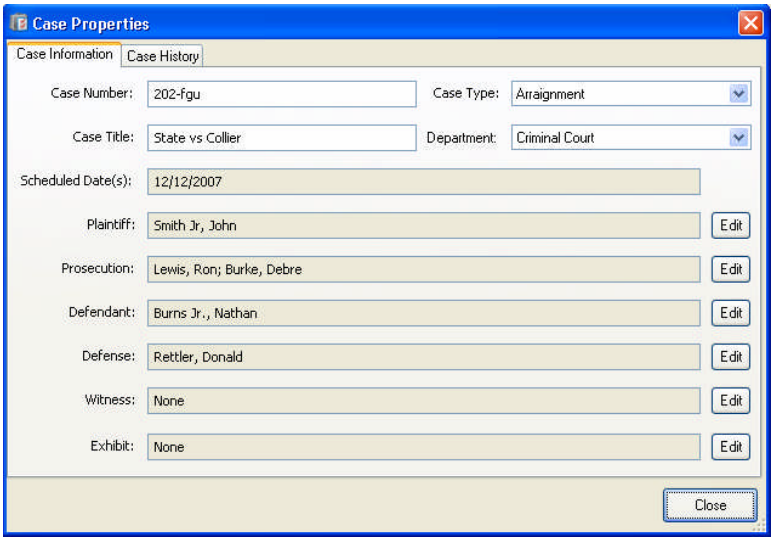
When in the week or month views, by selecting a case and using **Case>Case Properties**, the **Case Properties** window will open.





From here you can add, delete or edit case information just as if you were in the **Single Day View.**



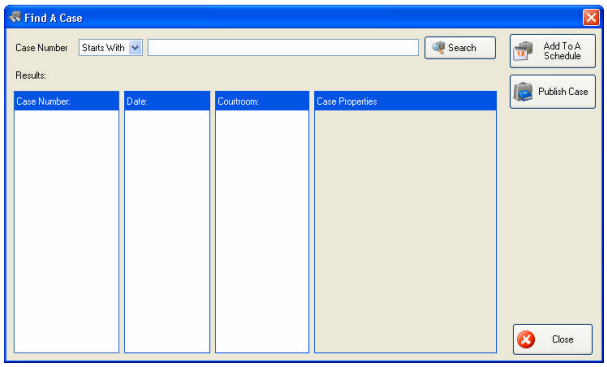
FIND CASE

The Find Case feature of CaseScheduler is useful when the user wishes to find a specific case. The Find Case feature will locate cases based on key letters or numbers for search criteria.

1. Press the **Find Case** button or select the menu item **Case>Find Case**.

2. The **Find Case** window will open.

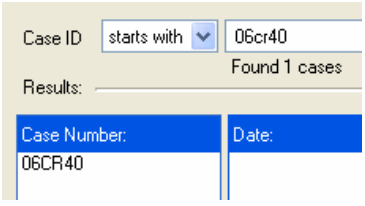
3. Press the **Search** button and all the cases in the database will appear in the results list.

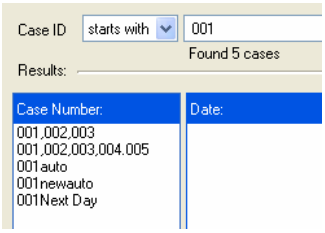


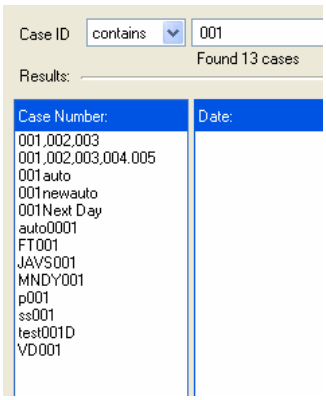
4. Type in a partial case number and select the "**starts with**" variable. Press the **Search** button and only a case that starts with that case number will be found.

5. Select the "**contains**" variable and upon pressing the search button, any case that contains the entered text in the search field will be found.

6. Type in a specific case number and select the "**starts with**" variable. Press the Search button and the specific case is found.







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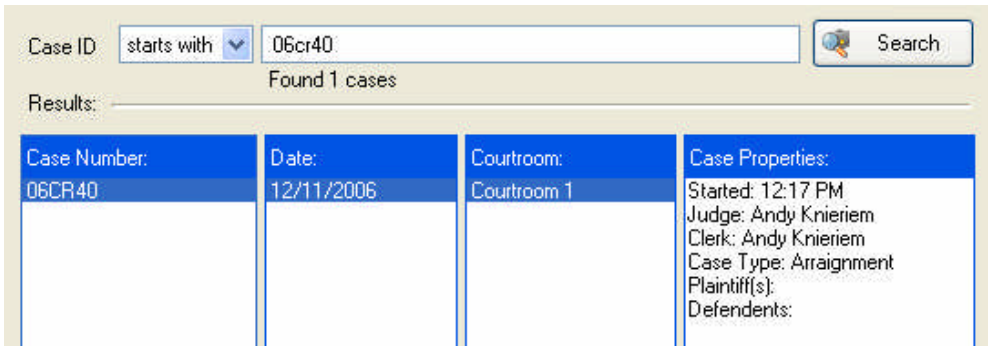
7. As a Case Number is selected, the data will drilldown through the Date, Courtroom, and finally Case Properties fields.

8. Select the desired Case Number and the date(s) of the case are displayed in the **Date** field.

9. Select the appropriate Date and the applicable courtrooms are displayed for that date in the **Courtroom** field.

10. Select the appropriate Courtroom and properties for the case are displayed in the **Case Properties** field.



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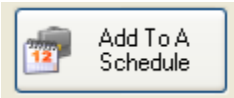
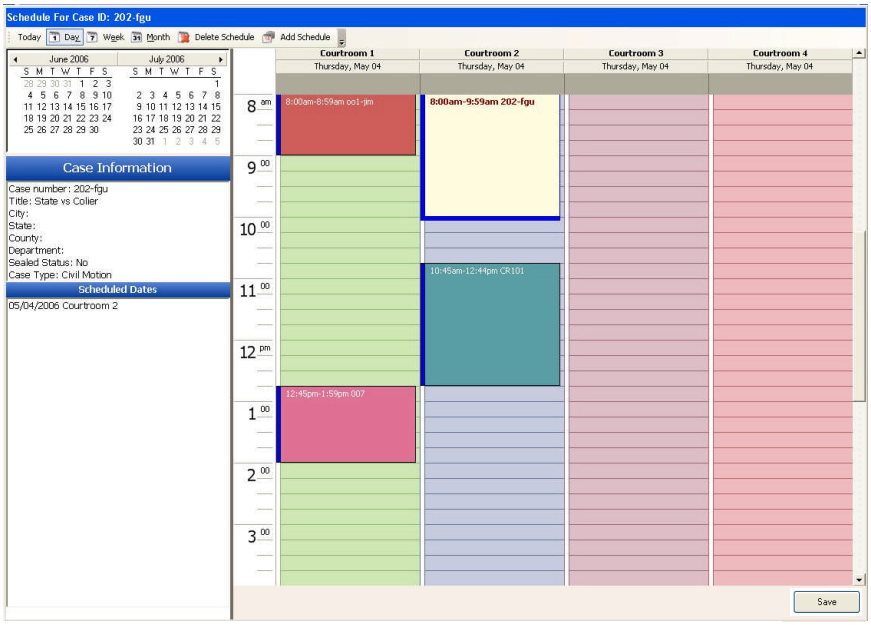
Press the **Add To A Schedule** button and the **Schedule For Case ID** window will open.



The user can use the same conventions for editing and rescheduling a case just as if you had pressed the **Reschedule Case** button.



The **Find Case** dialog also provides the ability to publish a selected case by selecting the **Publish Case** button. Follow the procedure for publishing a case in the **Utilities** section of this manual.

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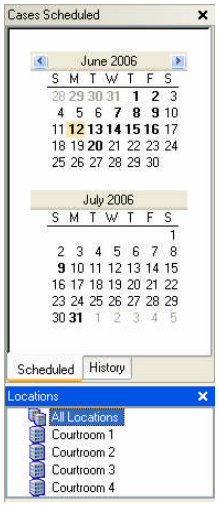
CASE HISTORY

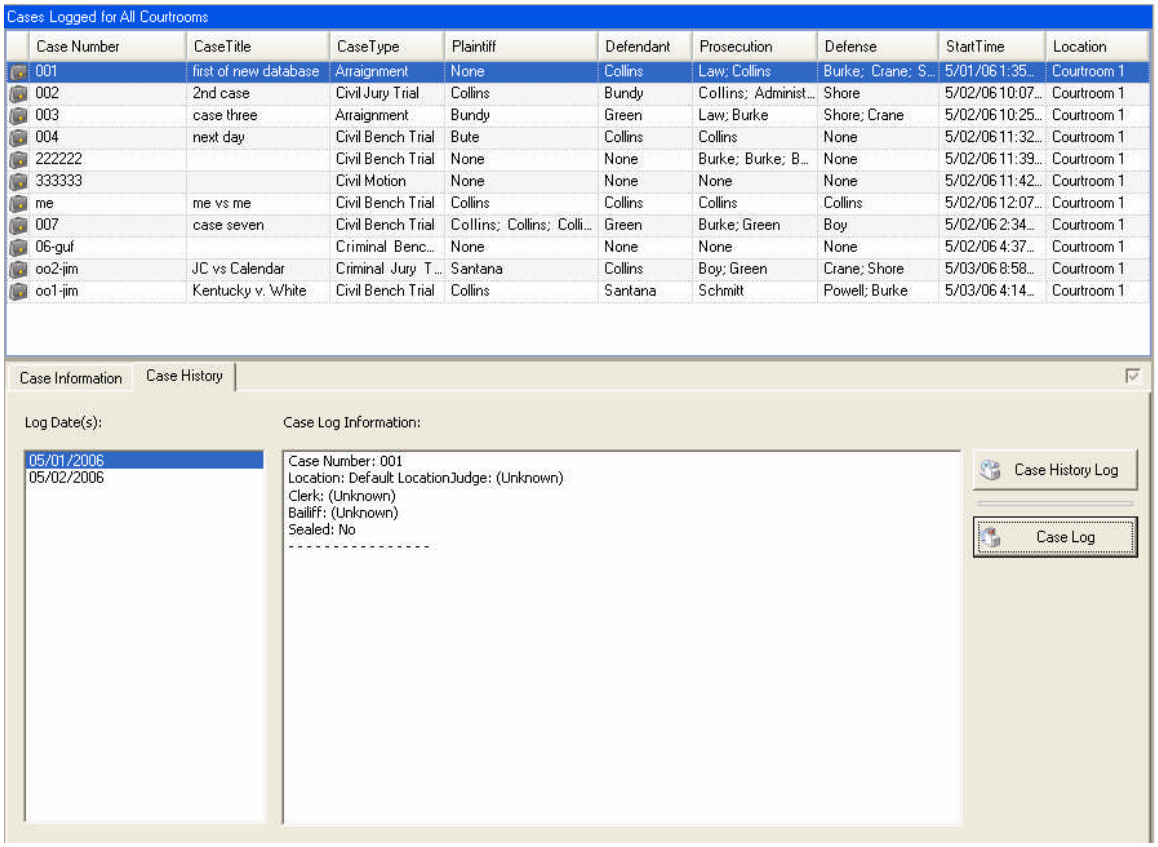
Any case that has been logged by JAVS AutoLog will have a case history. This history will consist of the Case Number, the Location and Dates the case was logged and other information that pertains to that case.

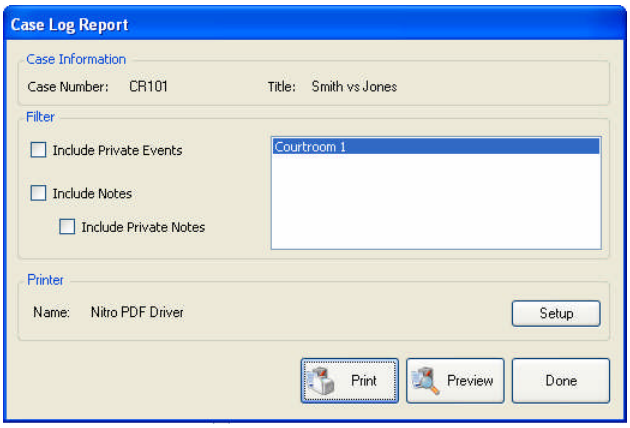
To view a list of cases that have a history associated with them, select a location or all locations and press the **History** tab above the **Locations** dialog. In any view, **Day**, **Week** or **Month**, the list of cases will be only those cases which have been logged.



In the **Single Day** view, select a case from the list.

Select the **Case History** tab and then select a date you wish to see the history for. The **Case Log Information** field will have information about the case.

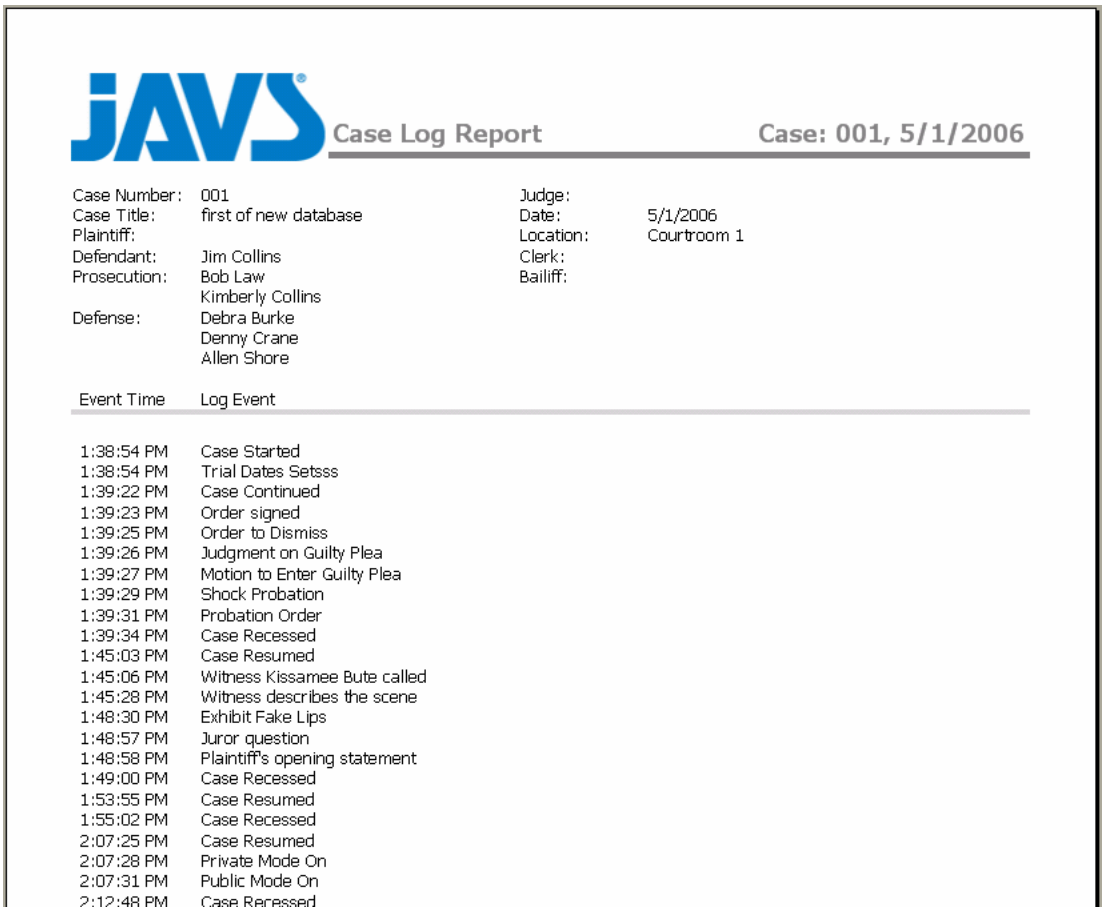

Cases Logged for All Courtrooms
Case Number | CaseTitle | CaseType | Plaintiff | Defendant | Prosecution | Defense | StartTime | Location
001 | first of new database | Arraignment | None | Collins | Law; Collins | Burke; Crane; S... | 5/01/06 1:35... | Courtroom 1
002 | 2nd case | Civil Jury Trial | Collins | Bundy | Collins; Administ... | Shore | 5/02/06 10:07... | Courtroom 1
003 | case three | Arraignment | Bundy | Green | Law; Burke | Shore; Crane | 5/02/06 10:25... | Courtroom 1
004 | next day | Civil Bench Trial | Bute | Collins | Collins | None | 5/02/06 11:32... | Courtroom 1
222222 | | Civil Bench Trial | None | None | Burke; Burke; B... | None | 5/02/06 11:39... | Courtroom 1
333333 | | Civil Motion | None | None | None | None | 5/02/06 11:42... | Courtroom 1
me | me vs me | Civil Bench Trial | Collins | Collins | Collins | Collins | 5/02/06 12:07... | Courtroom 1
007 | case seven | Civil Bench Trial | Collins; Collins; Colli... | Green | Burke; Green | Boy | 5/02/06 2:34... | Courtroom 1
06-guf | | Criminal Benc... | None | None | None | None | 5/02/06 4:37... | Courtroom 1
oo2-jim | JC vs Calendar | Criminal Jury T... | Santana | Collins | Boy; Green | Crane; Shore | 5/03/06 8:58... | Courtroom 1
oo1-jim | Kentucky v. White | Civil Bench Trial | Collins | Santana | Schmitt | Powell; Burke | 5/03/06 4:14... | Courtroom 1
Case Information
Case History
Log Date(s):
Case Log Information:
05/01/2006
05/02/2006
Case Number: 001
Location: Default LocationJudge: (Unknown)
Clerk: (Unknown)
Bailiff: (Unknown)
Sealed: No
Case History Log
Case Log



To see a history of the selected date, press the **Case Log** button and the **Case Log Report** window will open.

There are **Filter** options available to suit the needs of your history report.

A typical **Case Log Report** has the information that was entered in the **Case Properties** dialog along with the current days **Event Log.**



JAVS Case Log Report Case: 001, 5/1/2006

Case Number:	001	Judge:	
Case Title:	first of new database	Date:	5/1/2006
Plaintiff:		Location:	Courtroom 1
Defendant:	Jim Collins	Clerk:	
Prosecution:	Bob Law	Bailiff:	
	Kimberly Collins		
Defense:	Debra Burke		
	Denny Crane		
	Allen Shore		

Event Time	Log Event
1:38:54 PM	Case Started
1:38:54 PM	Trial Dates Setsss
1:39:22 PM	Case Continued
1:39:23 PM	Order signed
1:39:25 PM	Order to Dismiss
1:39:26 PM	Judgment on Guilty Plea
1:39:27 PM	Motion to Enter Guilty Plea
1:39:29 PM	Shock Probation
1:39:31 PM	Probation Order
1:39:34 PM	Case Recessed
1:45:03 PM	Case Resumed
1:45:06 PM	Witness Kissamee Bute called
1:45:28 PM	Witness describes the scene
1:48:30 PM	Exhibit Fake Lips
1:48:57 PM	Juror question
1:48:58 PM	Plaintiff's opening statement
1:49:00 PM	Case Recessed
1:53:55 PM	Case Resumed
1:55:02 PM	Case Recessed
2:07:25 PM	Case Resumed
2:07:28 PM	Private Mode On
2:07:31 PM	Public Mode On
2:12:48 PM	Case Recessed

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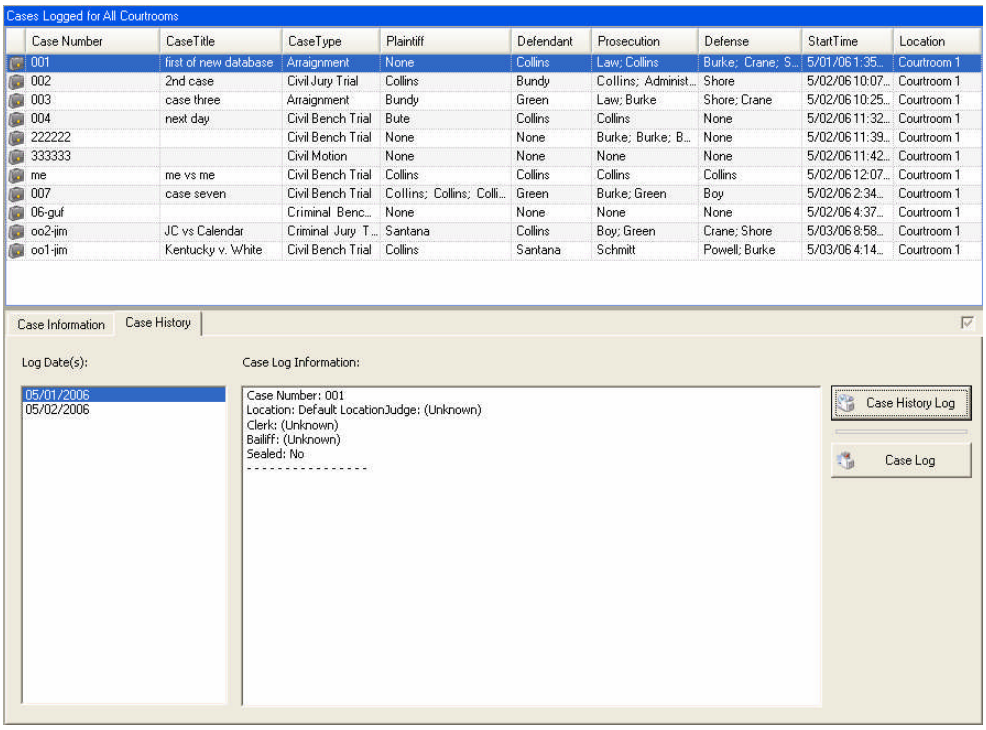
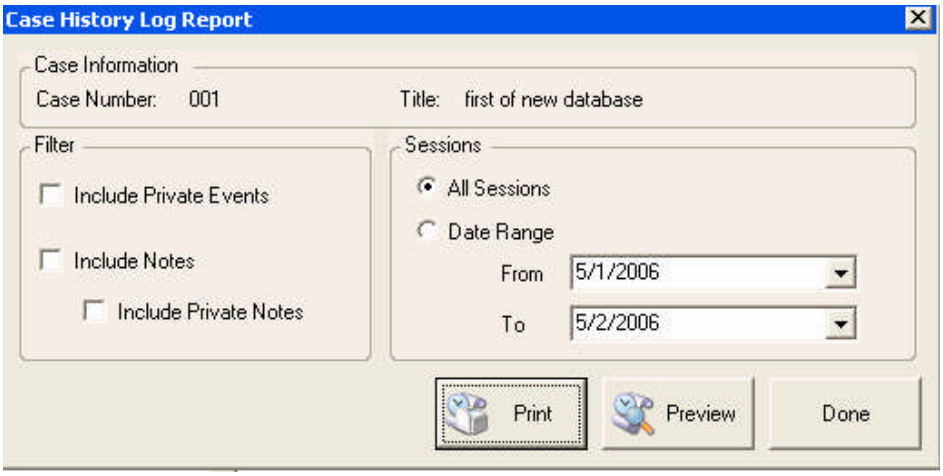
To see a full history of the selected case, press the **Case History Log** button.


Cases Logged for All Courtrooms
Case Number
CaseTitle
CaseType
Plaintiff
Defendant
Prosecution
Defense
StartTime
Location
001 first of new database Arraignment None Collins Law; Collins Burke; Crane; S... 5/01/06 1:35... Courtroom 1
002 2nd case Civil Jury Trial Collins Bundy Collins; Administ... Shore 5/02/06 10:07... Courtroom 1
003 case three Arraignment Bundy Green Law; Burke Shore; Crane 5/02/06 10:25... Courtroom 1
004 next day Civil Bench Trial Bute Collins Collins None 5/02/06 11:32... Courtroom 1
222222 Civil Bench Trial None None Burke; Burke; B... None 5/02/06 11:39... Courtroom 1
333333 Civil Motion None None None None 5/02/06 11:42... Courtroom 1
me me vs me Civil Bench Trial Collins Collins Collins Collins 5/02/06 12:07... Courtroom 1
007 case seven Civil Bench Trial Collins; Collins; Colli... Green Burke; Green Boy 5/02/06 2:34... Courtroom 1
06-guf Criminal Benc... None None None None 5/02/06 4:37... Courtroom 1
oo2-jim JC vs Calendar Criminal Jury T... Santana Collins Boy; Green Crane; Shore 5/03/06 8:58... Courtroom 1
oo1-jim Kentucky v. White Civil Bench Trial Collins Santana Schmitt Powell; Burke 5/03/06 4:14... Courtroom 1
Case Information
Case History
Log Date(s):
Case Log Information:
05/01/2006
05/02/2006
Case Number: 001
Location: Default LocationJudge: (Unknown)
Clerk: (Unknown)
Bailiff: (Unknown)
Sealed: No
Case History Log
Case Log

The **Case History Log Report** window will open. There are **Filter** options available to suit the needs of your history report, plus the ability to select all logged sessions for the selected case or a range of dates for the selected case.



Utilities

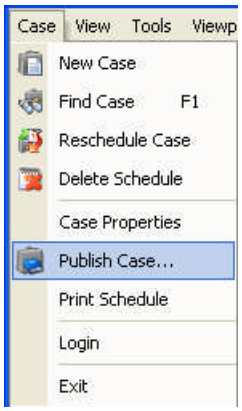
PUBLISH CASE

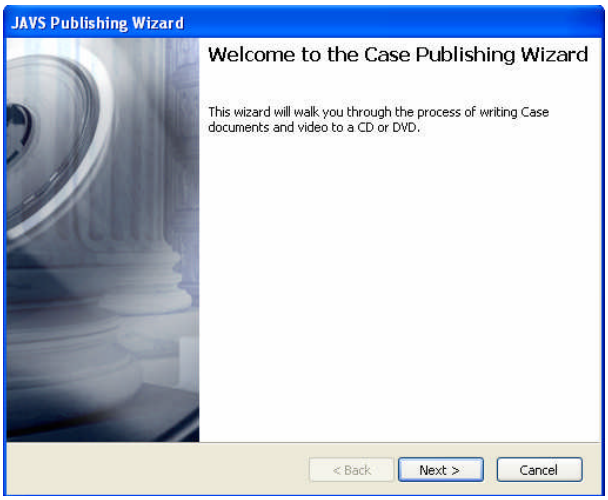
The Publish Case function allows the user to publish cases to CD, DVD or a network folder. The published case will consist of the audio/video media for the case and a CVL file, which when launched, will open JAVS CaseViewer. You can view the case with the options chosen for public and private information and the case log.

To publish a case:

1. Select a case from a schedule view.

2. Select Case>Publish Case and the Publish Wizard main screen will open.

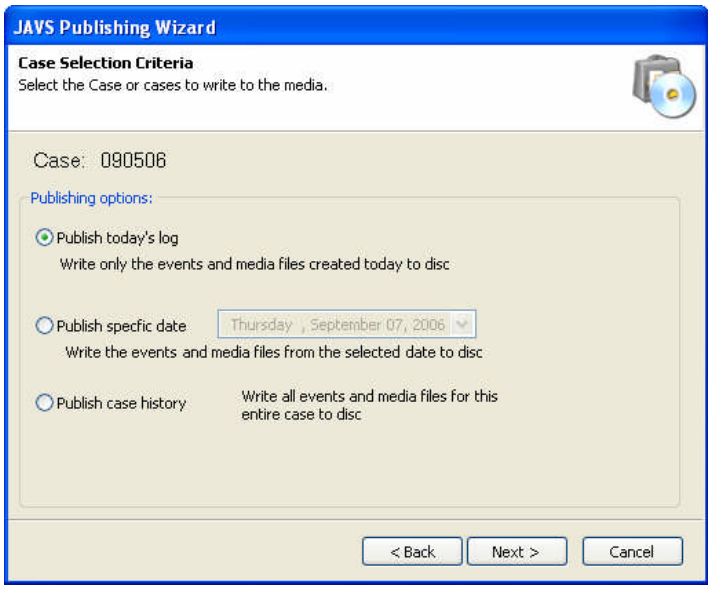



JAVS Publishing Wizard
Welcome to the Case Publishing Wizard
This wizard will walk you through the process of writing Case documents and video to a CD or DVD.
< Back
Next >
Cancel

3. Select Next and the Case Selection Criteria window will appear.

   You can choose to publish only the current case, a specific date for that case or the entire case history for that case.

   A case history means that a case has been logged more than once on different dates and times.


JAVS Publishing Wizard
Case Selection Criteria
Select the Case or cases to write to the media.
Case: 090506
Publishing options:
Publish today's log
Write only the events and media files created today to disc
Publish specfic date
Thursday , September 07, 2006
Write the events and media files from the selected date to disc
Publish case history
Write all events and media files for this entire case to disc
< Back
Next >
Cancel

4. Press the Next button when the Case Selection Criteria has chosen.

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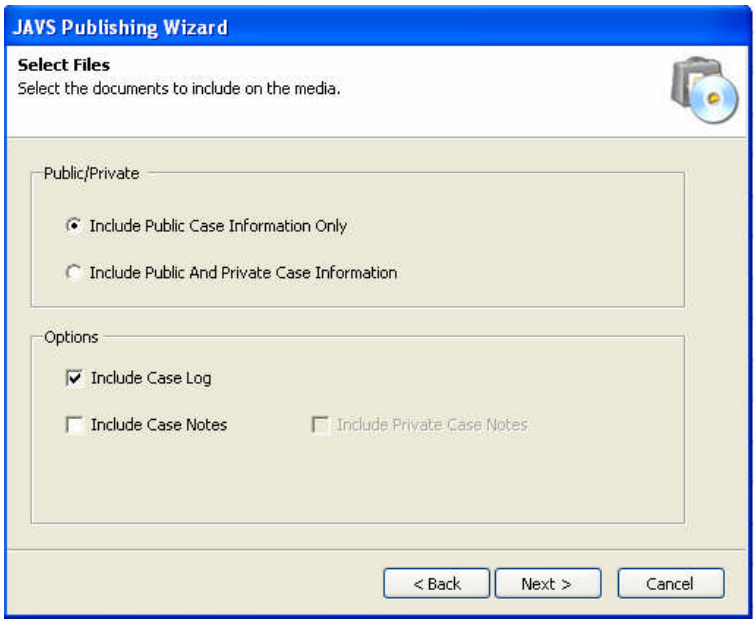
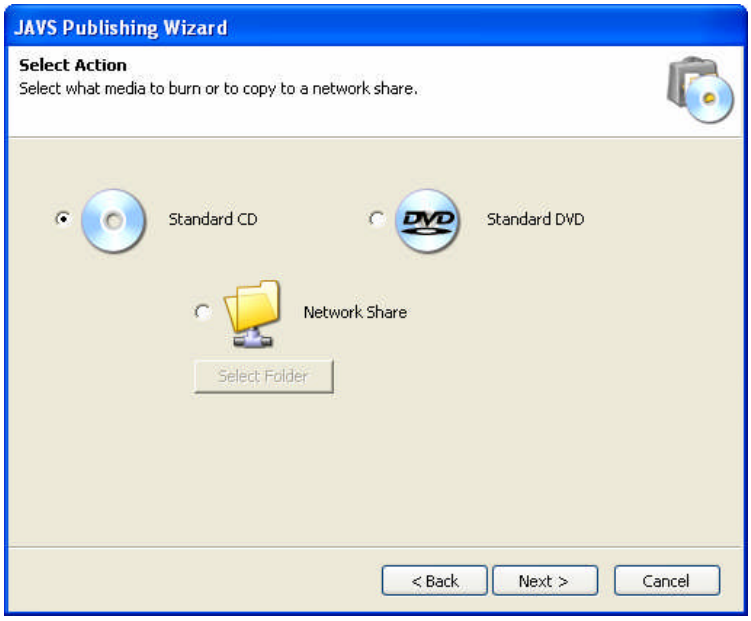
5. The Select Files window will appear.

   You can choose to include Public and Private case information.

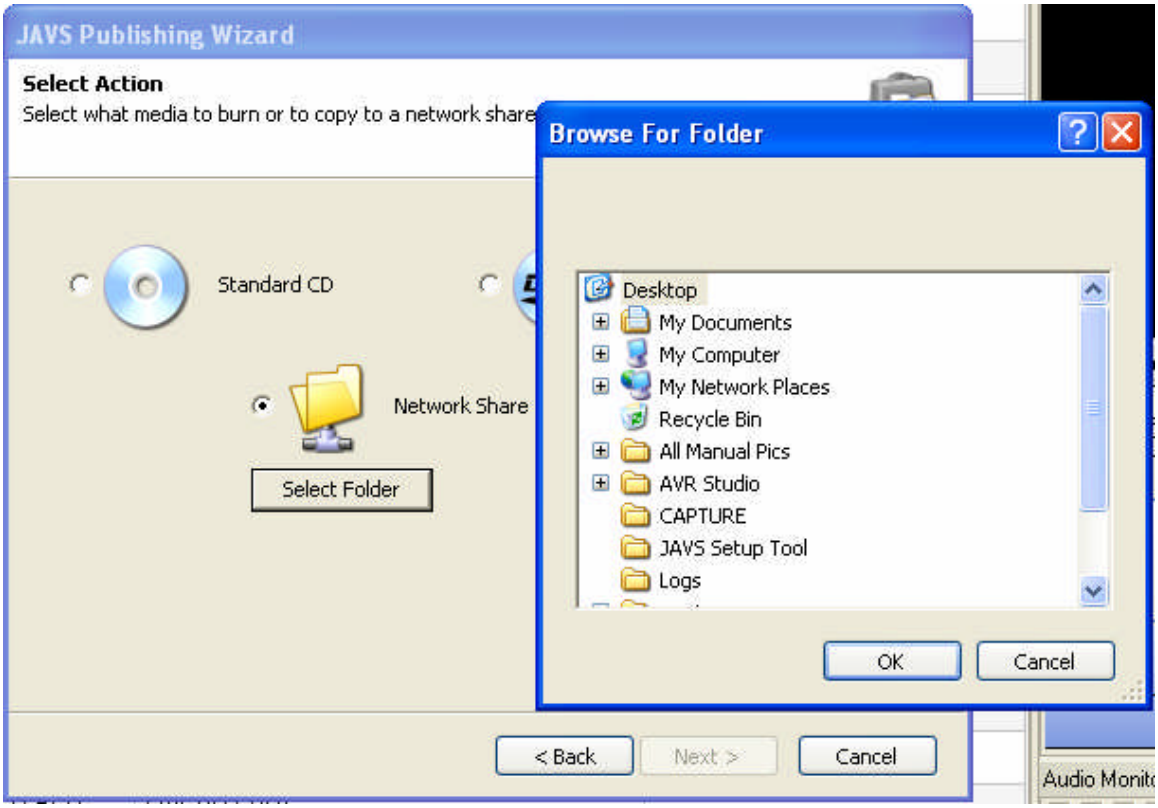
   The Options section se if you want to include the case log and public and private notes.



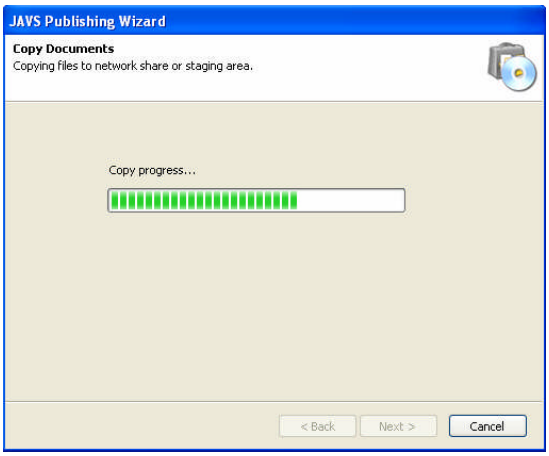
6. Press Next and the Select Action window will appear.
   You can choose to want to publish on CD, DVD or to a Network Share folder.

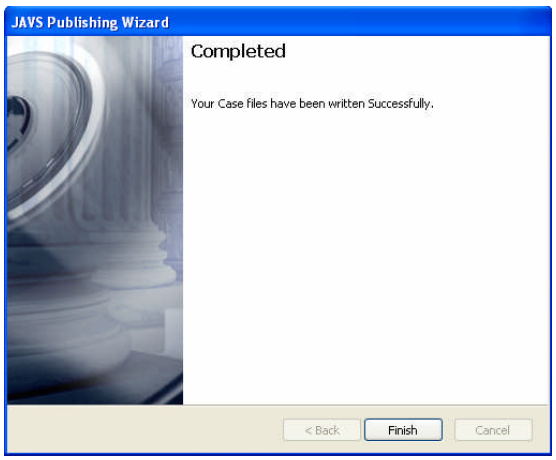


7. When Network Share is selected, you will be prompted to select a folder for the media to be copied to.



8. After selecting the media or folder, press the Next button and the copy and burn process will begin. There will be a status bar to inform you of the progress. When the process is finished, the Completed screen will appear. Press the Finish button and your files are ready to view.





For more information about viewing cases, see the JAVS CaseViewer user manual.

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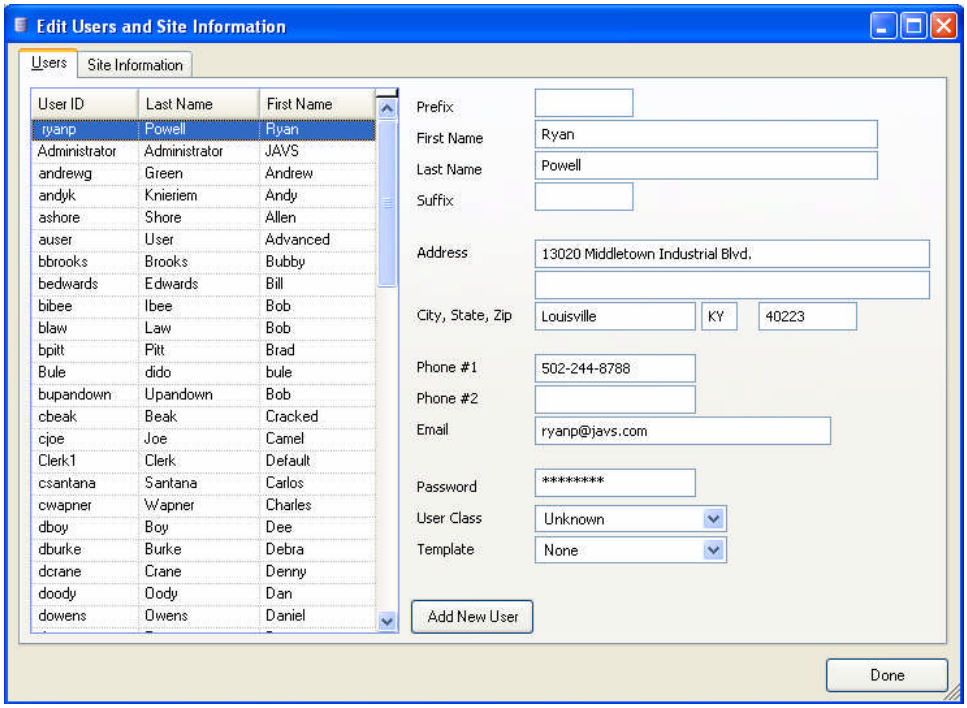
EDIT USERS AND SITE INFORMATION

The edit users and site information is a utility tool used to add and edit users, assign passwords and apply user types and user templates to users. (This utility requires the Edit Users And Staff user right to be able to use the utility. Your Administrator can provide you with specific rights).

To launch the Edit Users and Site Information utility:

1. Select **Tools>Edit Users and Site Information** and the Edit Users and Site Information window will open.



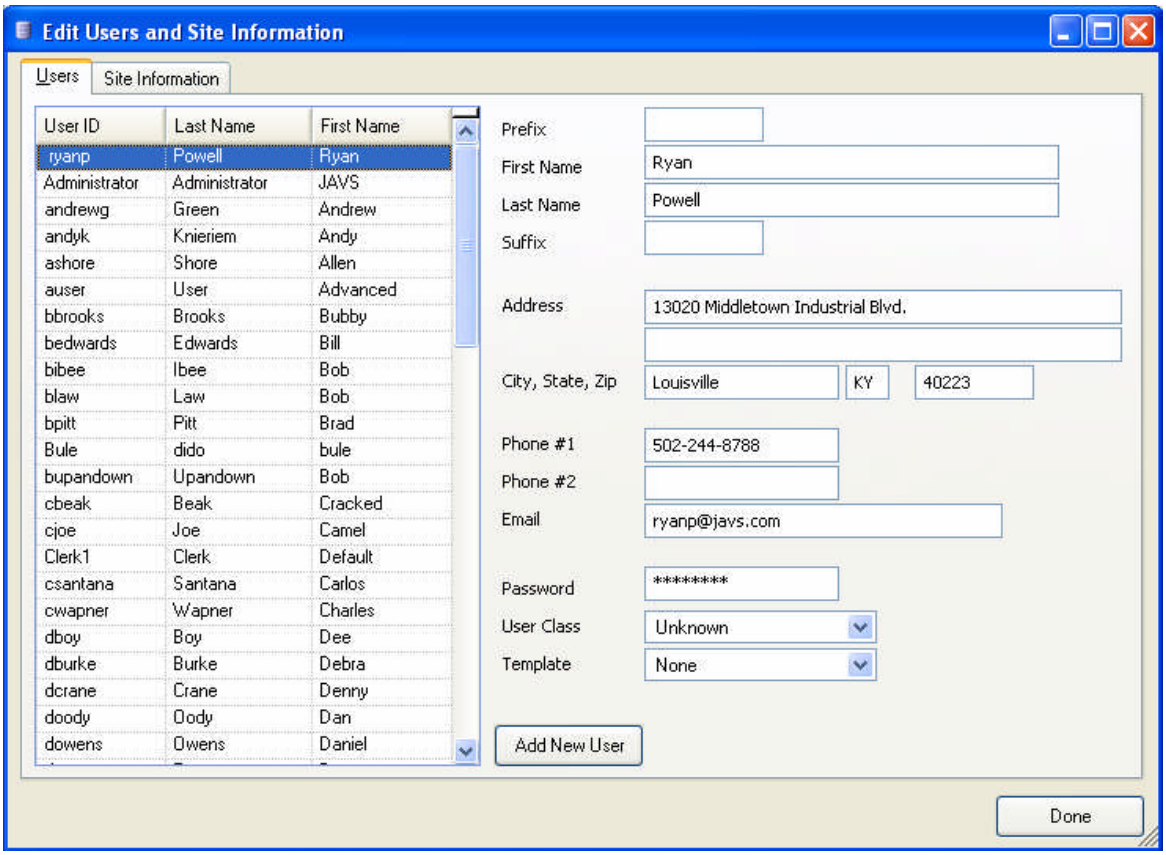
There are two tabs associated with the window, the **Users** tab and the **Site Information** tab.

USERS TAB

In the left hand column is a list of all the users in the current database. They are listed by User ID, Last Name and First Name and can be sorted by clicking on the respective header.

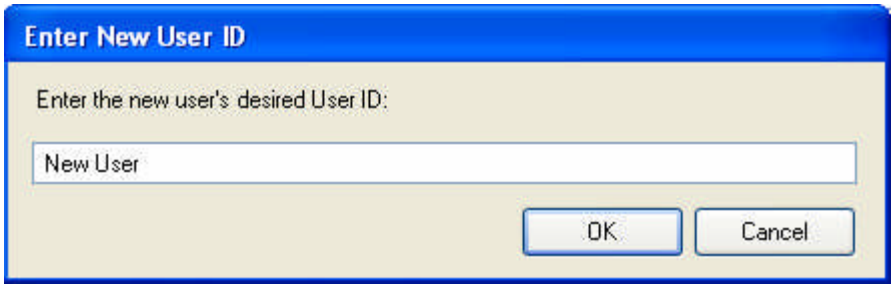
1. Select a user from the list and the right hand side of the window will show the personal information for the user, the user's password and the assigned User Class and User Template.

2. You can change a user's information by highlighting the fields to change, and typing the information.



To add a new user:

1. Press the Add New User button and the Enter New User ID window will open, Type in the new ID and press the OK button. (If a user already exists, a Duplicate Name notice will appear. Select a new ID until successful).



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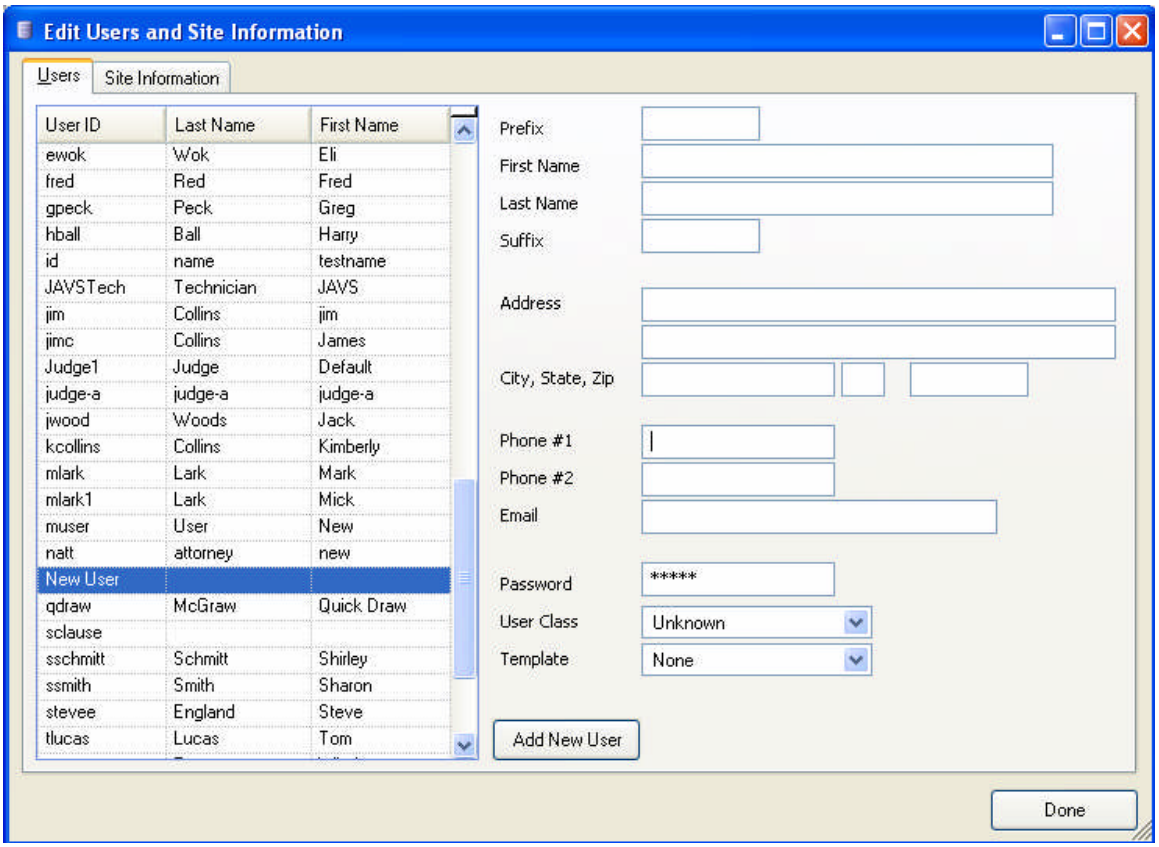
2. The newly created user ID will appear in the Users list and a blank information page will appear.



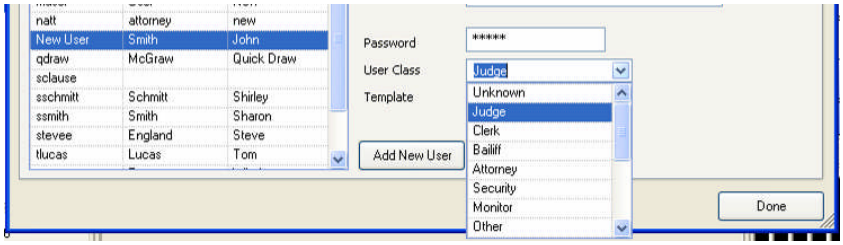
3. Type in the personal information for the new user.

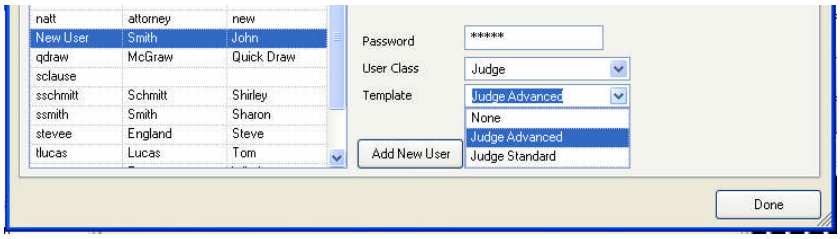
Edit Users and Site Information cont.

Password, User Class and Template

For a user to be able to log in to JAVS AutoLog, they must first be assigned a password, a user class and user template. JAVS has created a default set of User Classes and Templates to assign to new users or re-assign to pre-existing users.
For Example:

If the new user is a judge, he can be assigned a User Class of Judge with a Template of Judge Advanced. The Password is hidden for the user's privacy.





This Judge would have JAVS AutoLog and JAVS CaseScheduler advanced user rights.

Templates and User Classes are generally set up by JAVS or your Administrator. Users and Group rights should be available through your Admistrator.

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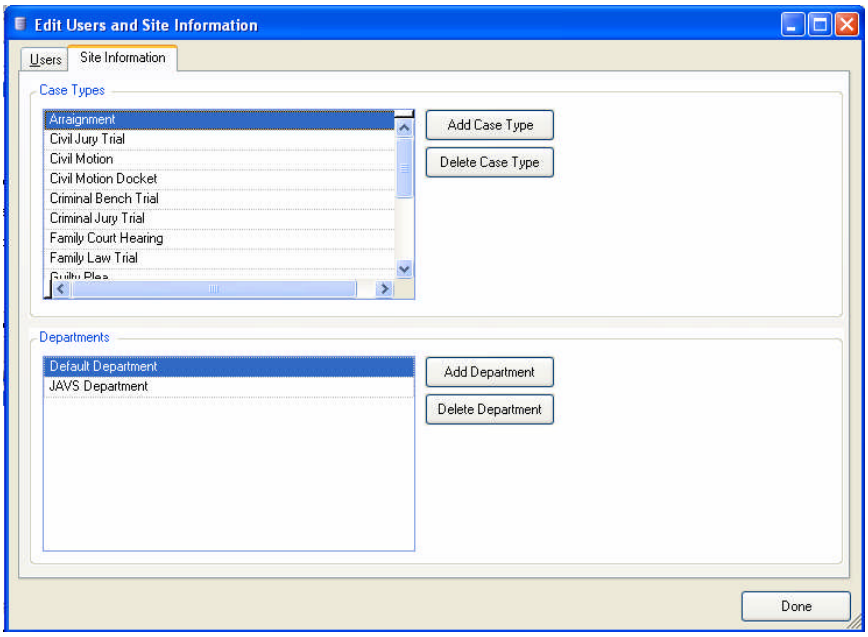
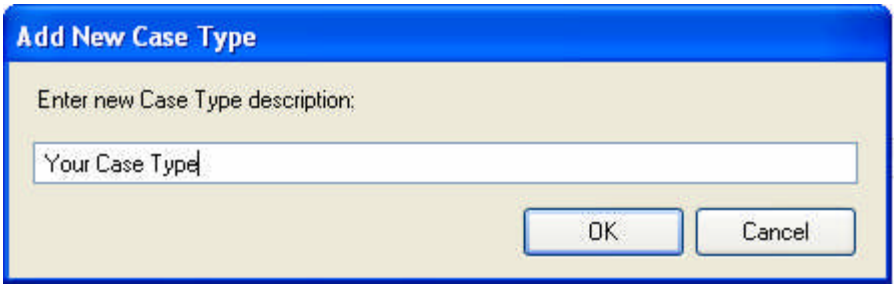
SITE INFORMATION TAB

The site information tab allows the user to add or delete Case Types and Departments. JAVS provides a default list of case types to choose from, and a Default department.

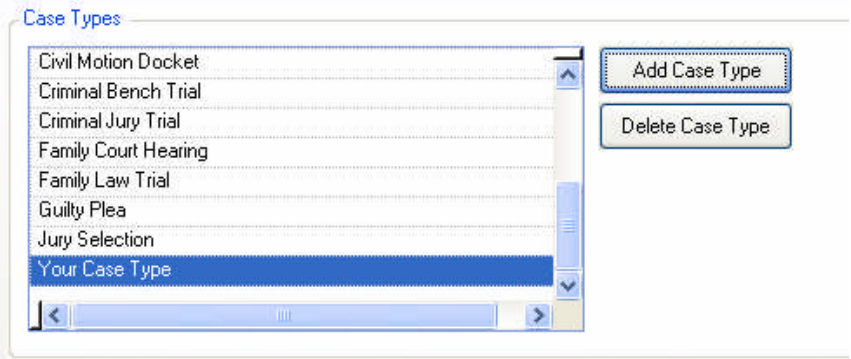


To add a case type:

1. Press the Add Case Type button and the Add New Case Type window will open. Type in the new case type and press the OK button.



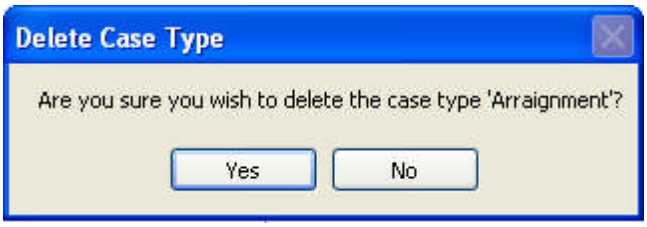
2. The new case type will appear in the Case Types list and will be available in the Case type pull-down in the New Case dialog.



To delete a case type:

1. Select the Case Type to be deleted and press the Delete Case Type button. A Delete Case Type confirmation window will appear.

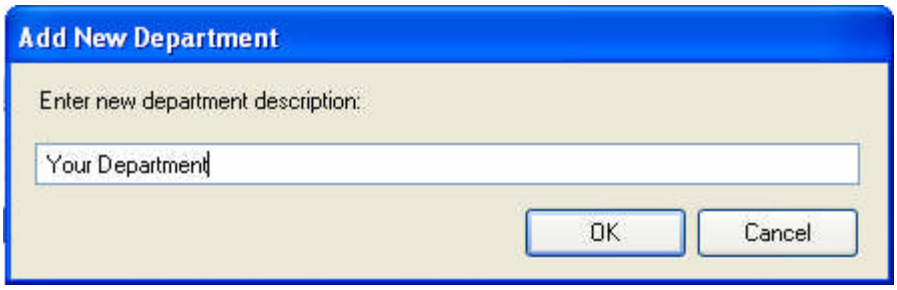
2. Press Yes to delete and No to cancel.



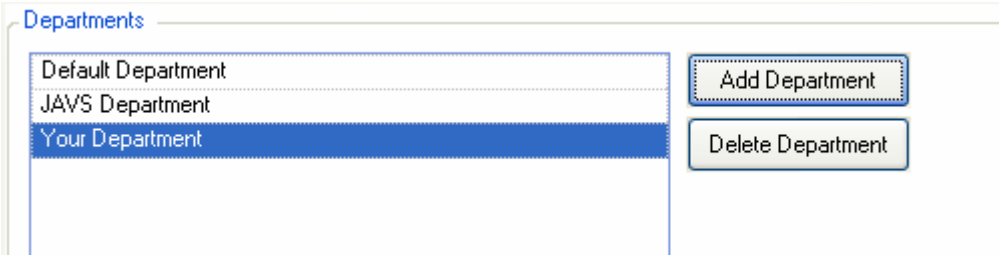
To add a department:

1. Press the Add Department button and the Add New Department window will open.

2. Type in the new department and press OK.

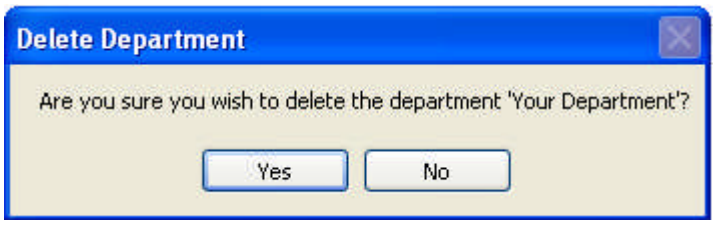


3. The new department will appear in the departments list and will be available in the Department pull-down in the New Case dialog.



To delete a department:

1. Select the department to be deleted and press the Delete Department button and a Delete Department confirmation window will appear.



Select Yes to delete and No to cancel.

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PRINT SCHEDULE

CaseCsheduler has the ability to print the schedule for one day-one location, one day-multiple locations, multiple days-one location and multiple days-multiple locations. Refer to the Navigating CaseScheduler section of this manual on page 16. (Only consecutive days can be printed).

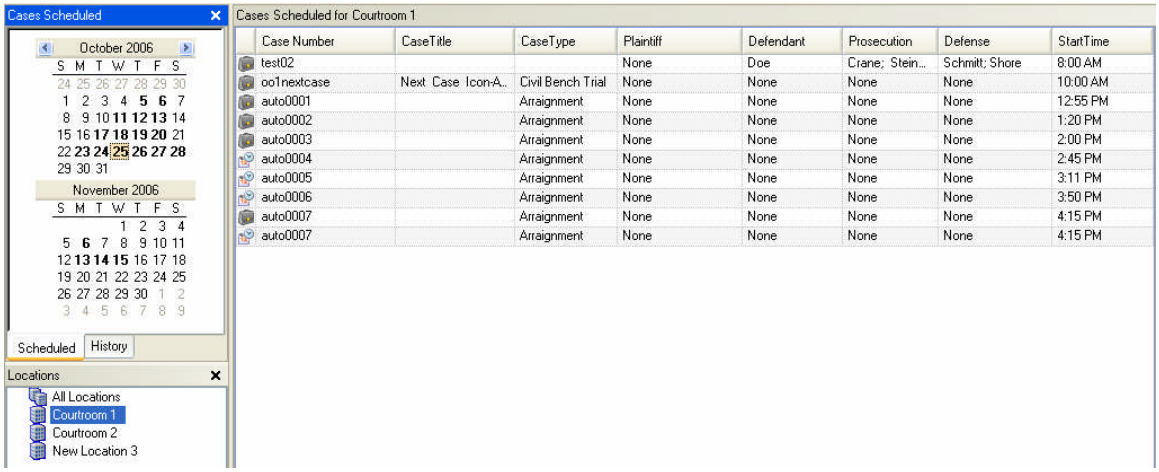
To print a schedule:

1. Select a view, Single Day, Work Week, Week or Month.

2. Select a location or All locations.

1. Select a day, week or month you wish to print the schedule for.

(This Example will use Single Day View, Courtroom 1 and October 25th for the day of schedules to print. There are 10 schedules on October 25th, 2006 in Courtroom 1).


Cases Scheduled
October 2006
November 2006
Scheduled
History
Locations
All Locations
Courtroom 1
Courtroom 2
New Location 3
Cases Scheduled for Courtroom 1
Case Number
CaseTitle
CaseType
Plaintiff
Defendant
Prosecution
Defense
StartTime
test02 None Doe Crane; Stein... Schmitt; Shore 8:00 AM
oo1nextcase Next Case Icon-A... Civil Bench Trial None None None None 10:00 AM
auto0001 Arraignment None None None None 12:55 PM
auto0002 Arraignment None None None None 1:20 PM
auto0003 Arraignment None None None None 2:00 PM
auto0004 Arraignment None None None None 2:45 PM
auto0005 Arraignment None None None None 3:11 PM
auto0006 Arraignment None None None None 3:50 PM
auto0007 Arraignment None None None None 4:15 PM
auto0007 Arraignment None None None None 4:15 PM

4. Select the menu item Case>Print Schedule or press the toolbar Print Schedule button.

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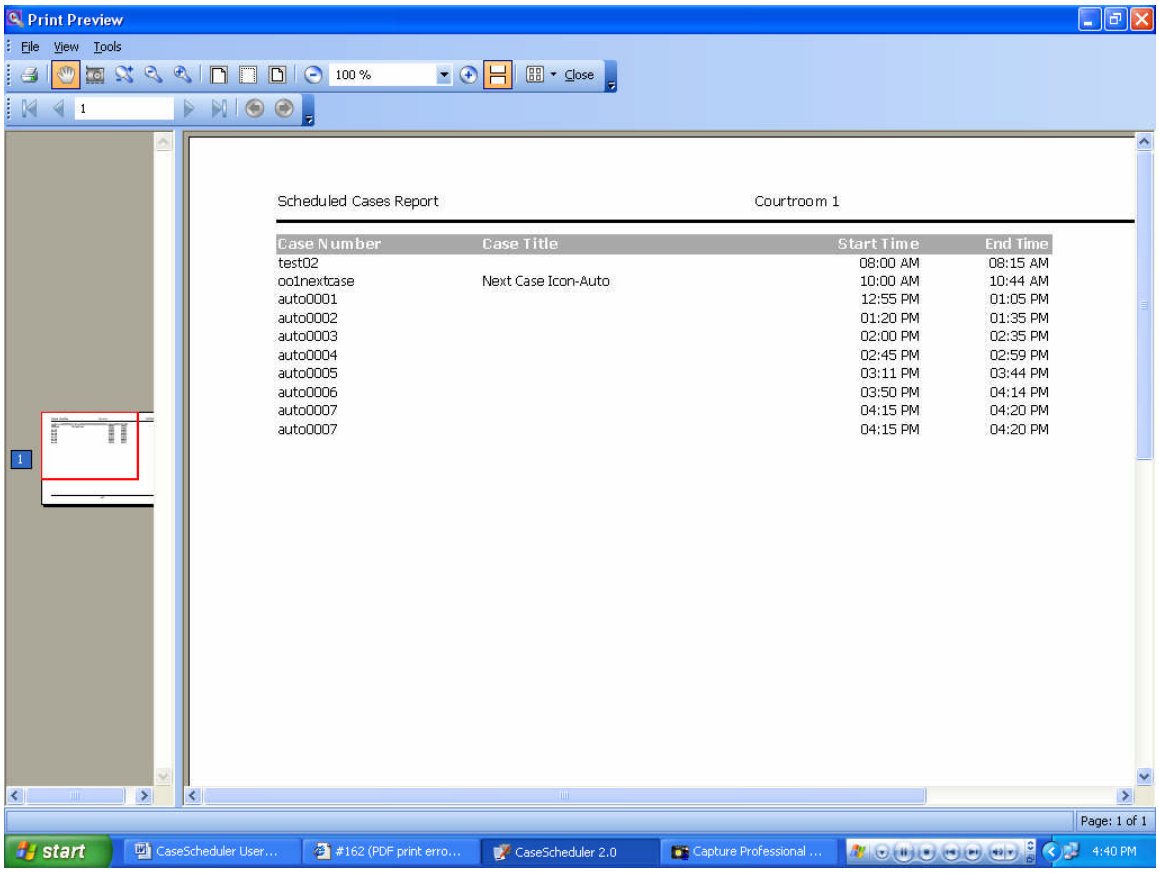
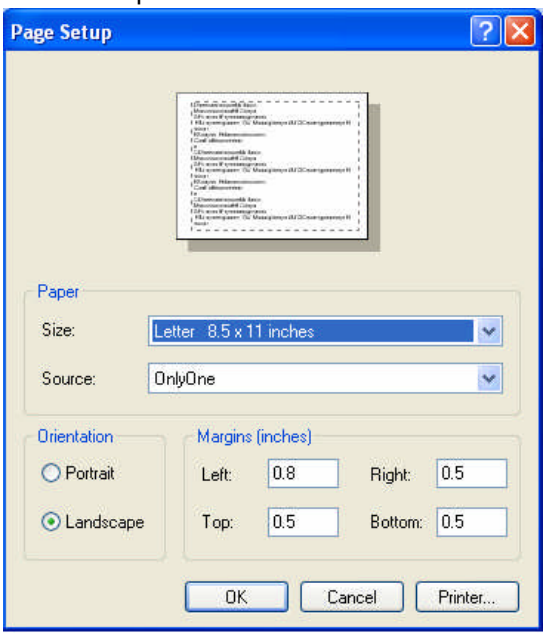
5. A Print Preview window will open with a list of schedules for that day.


Print Preview
File View Tools
100 %
Close
Scheduled Cases Report
Courtroom 1
Case Number | Case Title | Start Time | End Time
test02 | | 08:00 AM | 08:15 AM
oo1nextcase | Next Case Icon-Auto | 10:00 AM | 10:44 AM
auto0001 | | 12:55 PM | 01:05 PM
auto0002 | | 01:20 PM | 01:35 PM
auto0003 | | 02:00 PM | 02:35 PM
auto0004 | | 02:45 PM | 02:59 PM
auto0005 | | 03:11 PM | 03:44 PM
auto0006 | | 03:50 PM | 04:14 PM
auto0007 | | 04:15 PM | 04:20 PM
auto0007 | | 04:15 PM | 04:20 PM
Page: 1 of 1
start
CaseScheduler User...
#162 (PDF print erro...
CaseScheduler 2.0
Capture Professional ...
4:40 PM

6. Select File>Page Setup and the Page Setup window will open.



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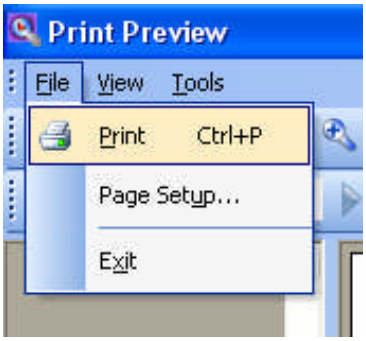
7. Press the Printer button to select the printer you wish to use. Select your printer and press OK.

8. In the Print Preview window select the menu item File>Print or press the Print button and the case schedule will be printed.



9. When printing is complete, press the Close button to return to CaseScheculer.

UNDOCKABLE WINDOWS

AutoLog 6.2 allows the user to arrange the tool windows or tabs to any layout you choose. By selecting the particular windows header bar or tab, the window can be pulled from its current location and placed in another location. Double clicking the header or tab will also undock that window to the previously positioned location or upper left of the screen if it has never been moved.

There are two methods for moving and sizing windows:

Docked Method:

The docked method will allow you to use the docking controls to lock a window into place once it has been moved. By selecting the window header or tab, move the window to the area of the screen you want and roll over the docking controls. The controls will allow you to go left, right, up or down and a highlighted area will appear indicating where the window will be positioned. If you position over the center of the docking control, the window will be placed as a tab in that particular window. The windows can be resized by holding the mouse pointer over the edge of a window until the pointer turns into a resize cursor. Click and drag to the size you want.

Undocked method:

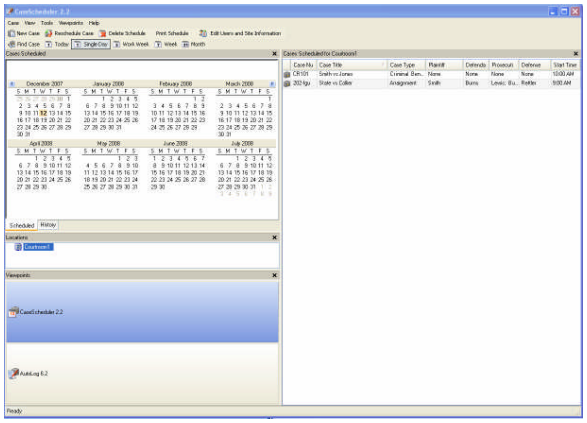
The undocked method will allow the user to move a tool window or tab to any position on the screen and be free floating. By selecting the window header or tab, move the window to the area of the screen you want and release the mouse, the window has been repositioned.

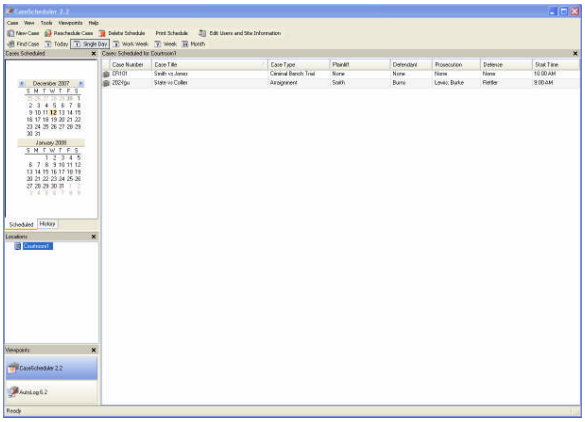
LOAD DEFAULT TOOL ARRAINGMENT

Occasionally, windows could be adjusted for size or moved to a different position. The Load default Tool Arrangement function will allow the user to set the CaseScheduler window arrangement back to the default setting.

To set the window arrangement back to the default setting:

1. Select **View>Load Default Tool Arrangement** and the CaseScheduler window arrangement will re-set to the default arrangement.





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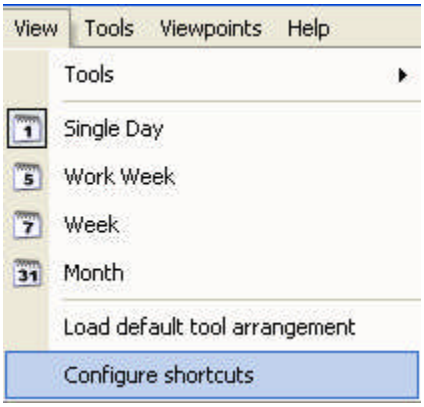
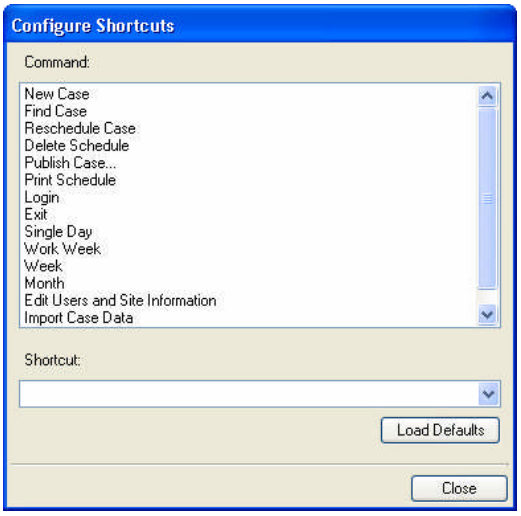
CONFIGURE SHORTCUTS

JAVS CaseScheduler gives the user the ability to map the keyboard with shortcuts for their most used commands with user configurable hotkeys. Once configured, the programmed keys will be saved for each windows user.

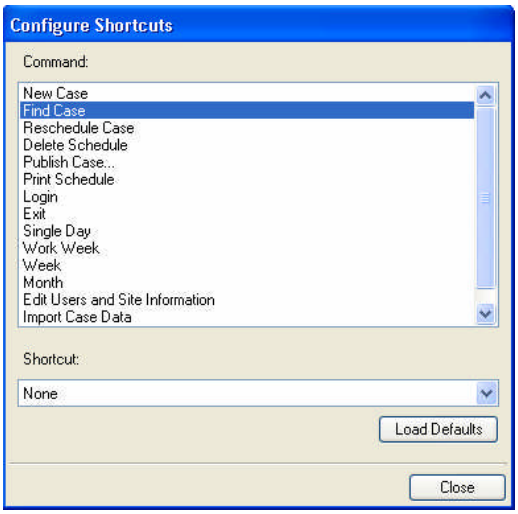
To configure the keyboard for shortcuts:

1. Select the menu item **View>Configure Shortcuts** and the **Configure Shortcuts** window will open.





2. Select the command you wish to set a hot key for.



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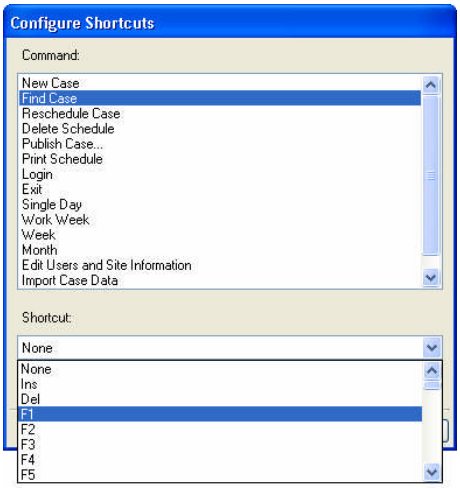
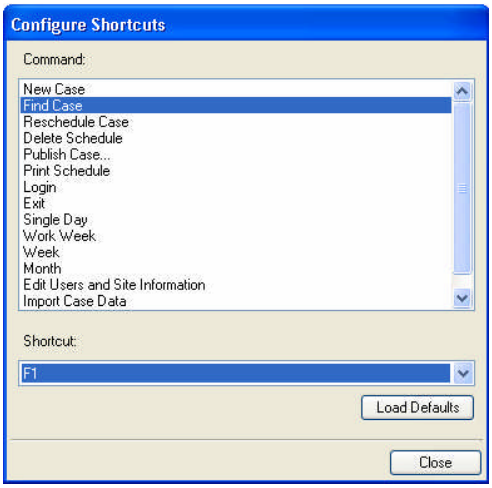
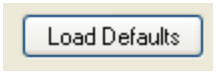
3. Use the **Shortcut for selected command** pull down to choose the keystroke or combination of keystrokes for the command. Press the **Close** button.





4. The command is ready to be used with the new shortcut.

5. You can set the keyboard back to the JAVS default by pressing the **Load Defaults** button. (Warning: This action cannot be un-done).



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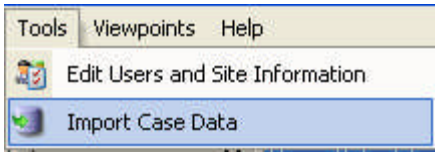
IMPORT CASE DATA

The JAVS architecture supports importing Case Management System data by use of either a comma-separated-value file (i.e. *CSV*) or an Extensible Markup Language file (i.e. *XML*). Data is written to these files in a predefined format, and then processed by an import library wizard incorporated into the CaseScheduler application. The import procedure features moderate data validation, pre- and post-processing batch-file options and self-managed log files that provide detailed analysis of the import process, offering details as to the success and/or failure of the job currently being performed.

The Import feature requires that the .cvl and the .xml files be in the proper format before schedules can be imported into CaseScheduler. These format requirements are outlined in the Case Management Import Specifications in this manual.

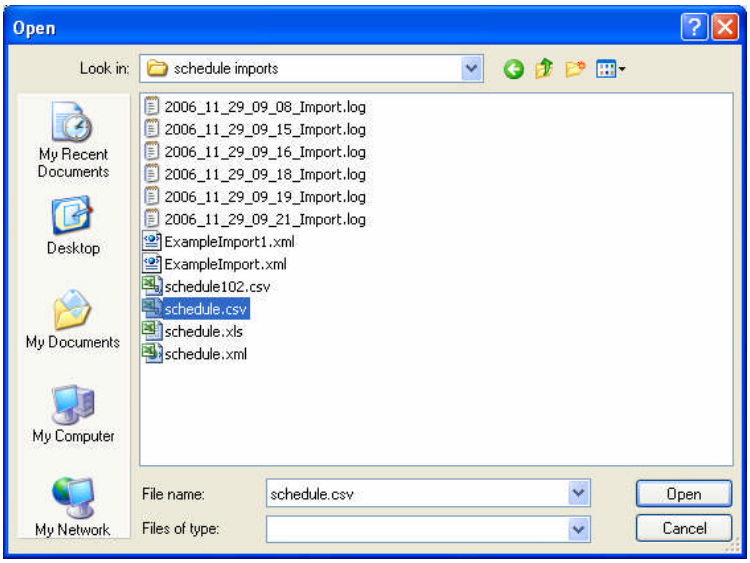
To import a schedule:

1. Select Tools>Import Case Data and the JAVS Case data import wizard welcome screen will open.



2. Select the Next button and the wizard will allow you to use the Browse button or type in the file path and file name for the file you want to import. Press the Browse button.

3. Locate the .xml or .csv file for schedule import and press the Open button.



4. The file will appear in the specified file field. Press the Next button to start the import.

5. A progress bar will appear showing the status of the import. Press the Open Log File button and to determine what errors, if any, occurred. Press the Finish button and the imported schedules will appear in CaseScheduler at the date and time specified in the file.

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Case Management System Import Specification
CaseScheduler 2.x

1.0 Introduction

The purpose of importing, in most cases, is to reduce the amount of data entry by court clerks or management personnel in having to maintain two separate case systems. Most often, court-management software is functionally different from case logging, which is what the JAVS architecture achieves by design. Importing records generally involves providing master case-level information, such as the Case Number and Case Title, and scheduling information, such as the location and time of the appointment. Additional information can also be imported that details witness and/or plaintiff/defendant information. By minimizing data entry tasks in maintaining two systems, both systems can then co-reside with each other and help streamline the day-to-day tasks of court personnel.

2.0 File Specification

When creating files to be imported from an external source, there are one of two file formats that are accepted by the import wizard. Both formats are detailed and discussed in the following sections.

2.1 CSV Formats

Comma-separated value files are text files which have one or more records (i.e. lines) of data that represent certain types of case information. They can be automated by a hosting case management software system, or user generated by use of a text editor application. They can also be generated using most spreadsheet applications, saving the spreadsheet information using the common CSV format, where each spreadsheet column represents a field within the record.

Each record within a data file represents one of seven different record types. Each record type follows a predefined format, allowing fields of data to be separated by commas. All records have required fields, meaning they will not be processed unless the minimum amount of information is present for the record. Some records also have additional optional fields of information that, although not critical to the operation of the data being imported, assists the system in categorizing and providing additional information about the case being scheduled. Each record, however, must have placeholders for the field, regardless of whether data is supplied for that field.

Each record is preceded with an identifier at the beginning of each row in column 1, defining the format of the fields that follow in that row. The identifiers are either fixed, 3-digit numbers, or fixed record labels. Note that record labels are varying in length depending on the record being represented, and are not case-sensitive.
Each of the record types is discussed, along with their formatting characteristics, in the following tables.

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2.1.1 Case Master Record

Case Master Record				
Record Description		This is the main record type for which cases are defined. For every case imported to the JAVS database, at least one of these records must exist before any other records will be allowed for importing. It need only be imported once to define a case, but may be included as many times as desired across multiple days. Subsequent imports will attempt to update information contained in the most recent import for cases already existing in the database.		
Record Required		Yes		
Column Number	Required Field	Field Name	Format	Description
1	Yes	Record Identifier	ASCII (Fixed)	Must be either “101” or “Case Master”
2	Yes	Case Number	ASCII (Max: 50)	Unique Case ID assignment
3	Yes	Case Title	ASCII (Max: 250)	
4	No	State	ASCII (Max: 10)	
5	No	County	ASCII (Max: 50)	
6	No	City	ASCII (Max: 50)	
7	No	Department	ASCII (Max: 50)	
8	No	Case Type	ASCII (Max: 50)	
Examples: 101, 06RD112501,State vs. John Doe,KY,Jefferson,Louisville,Family Justice,Criminal Jury Trial CASE MASTER,06RD112502,John Doe vs State,KY,,,,Civil Jury Trial				

2.1.2 Case Schedule Record

Case Schedule Record				
Record Description		This record specifies and schedules a predefined case to a predefined resource for one or more days.		
Record Required		Yes – If scheduling cases for a predefined resource.		
Column Number	Required Field	Field Name	Format	Description
1	Yes	Record Identifier	ASCII (Fixed)	Must be either “102” or “Case Schedule”
2	Yes	Case Number	ASCII (Max: 50)	Unique Case ID assignment
3	Yes	Location	Numeric (Max: 3)	JAVS System ID for a given location (1-255)
4	Yes	Schedule Date	ASCII (Max: 250)	Format: MMDDYYYY
5	No	Schedule Time	ASCII (Max: 10)	Format: HHMM (Military Time)
6	No	Judge: Last Name	ASCII (Max: 50)	
7	No	Judge: First Name	ASCII (Max: 50)	
8	No	ExternalIDKey	ASCII (Max: 50)	CMS Record Identifier (If Applicable)
Examples: 102,06RD112501,1,11262006,900,Wapner,George,gwapner01 CASE SCHEDULE,06RD112502,2,11262006,900,Simoa,Ki,ksimoa59				

2.1.3 Plaintiff Record and Defendant Record

Plaintiff Record	
Record Description	This record details information about one or more plaintiffs assigned to a case.
Record Required	No

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Column Number	Required Field	Field Name	Format	Description
1	Yes	Record Identifier	ASCII (Fixed)	Must be either “103” or “Plaintiff”
2	Yes	Case Number	ASCII (Max: 50)	Unique Case ID assignment
3	Yes	External ID Key	Numeric (Max: 25)	CMS Record Identifier (If Applicable)
4	No	Prefix	ASCII (Max: 15)	
5	Yes	First Name	ASCII (Max: 50)	
6	Yes	Last Name	ASCII (Max: 50)	
7	No	Suffix	ASCII (Max: 10)	
8	No	Address1	ASCII (Max: 50)	
9	No	Address2	ASCII (Max: 50)	
10	No	City	ASCII (Max: 50)	
11	No	State	ASCII (Max: 10)	
12	No	Zip	ASCII (Max: 10)	
13	No	Phone1	ASCII (Max: 14)	
14	No	Phone2	ASCII (Max: 14)	
15	No	Email	ASCII (Max: 50)	

Examples:
103,06RD112501,06RD112501PL01,,John,Doe,,101 Some St,,Louisville,KY,40223,0001112222,,
PLAINTIFF,06RD112502,06RD112502PL01,Dr,John,Smith,,101 Some
St,,Louisville,KY,40223,0001112222,,

The Defendant Record matches the plaintiff in every way, except for the first column which identifies the record type, as presented here:

Defendant Record				
Record Description		This record details information about one or more defendants assigned to a case.		
Record Required		No		
Column Number	Required Field	Field Name	Format	Description
1	Yes	Record Identifier	ASCII (Fixed)	Must be either “104” or “Defendant”
…	…	…	…	…

Examples:
104,06RD112501,06RD112501DF01,Dr,John,Smith,,101 Some St,,Louisville,KY,40223,0001112222,,
DEFENDANT,06RD112502,06RD112502DF01,,John,Doe,,101 Some
St,,Louisville,KY,40223,0001112222,,

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Plaintiff Representative Record and Defendant Representative Record

Plaintiff Representative Record				
Record Description		This record details information about one or more plaintiff representatives assigned to a case.		
Record Required		No		
Column Number	Required Field	Field Name	Format	Description
1	Yes	Record Identifier	ASCII (Fixed)	Must be either “105” or “Plaintiff Representative”
2	Yes	Case Number	ASCII (Max: 50)	Unique Case ID assignment
3	Yes	External ID Key	Numeric (Max: 25)	Maps Internally as JAVS UserID
4	No	Prefix	ASCII (Max: 15)	
5	Yes	First Name	ASCII (Max: 50)	
6	Yes	Last Name	ASCII (Max: 50)	
7	No	Suffix	ASCII (Max: 10)	
8	No	Address1	ASCII (Max: 50)	
9	No	Address2	ASCII (Max: 50)	
10	No	City	ASCII (Max: 50)	
11	No	State	ASCII (Max: 10)	
12	No	Zip	ASCII (Max: 10)	
13	No	Phone1	ASCII (Max: 14)	
14	No	Phone2	ASCII (Max: 14)	
15	No	Email	ASCII (Max: 50)	
Examples: 105,06RD112501,06RD112501PLREP01,,Jay,Walker,,998 Some St,,Louisville,KY,40223,0001112222,, PLAINTIFF REPRESENTATIVE,06RD112502,06RD112502PL01,,Bob,Arrow,,999 Some St,,Louisville,KY,40223,0001112222,,				

The Defendant Representative Record matches the plaintiff representative in every way, except for the first column which identifies the record type, as presented here:

Defendant Representative Record				
Record Description		This record details information about one or more defendant representatives assigned to a case.		
Record Required		No		
Column Number	Required Field	Field Name	Format	Description
1	Yes	Record Identifier	ASCII (Fixed)	Must be either “106” or “Defendant Representative”
…	…	…	…	…
Examples: 106,06RD112501,06RD112501PLREP01,,Jay,Walker,,998 Some St,,Louisville,KY,40223,0001112222,, DEFENDANT REPRESENTATIVE,06RD112502,06RD112502PLREP01,,Bob,Bay,,,,,,,,				

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2.1.4 Witness Record

Witness Record				
Record Description		This record details information about one or more plaintiff representatives assigned to a case.		
Record Required		No		
Column Number	Required Field	Field Name	Format	Description
1	Yes	Record Identifier	ASCII (Fixed)	Must be either “107” or “Witness”
2	Yes	Case Number	ASCII (Max: 50)	Unique Case ID assignment
3	No	Prefix	ASCII (Max: 15)	
4	Yes	First Name	ASCII (Max: 50)	
5	Yes	Last Name	ASCII (Max: 50)	
6	No	Suffix	ASCII (Max: 10)	
7	No	Address1	ASCII (Max: 50)	
8	No	Address2	ASCII (Max: 50)	
9	No	City	ASCII (Max: 50)	
10	No	State	ASCII (Max: 10)	
11	No	Zip	ASCII (Max: 10)	
12	No	Phone1	ASCII (Max: 14)	
13	No	Phone2	ASCII (Max: 14)	
14	No	Email	ASCII (Max: 50)	
15	No	External ID Key	Numeric (Max: 25)	CMS Record Identifier (If Applicable)
Examples: 105,06RD112501,06RD112501WIT01,,Jay,Walker,,998 Some St,,Louisville,KY,40223,0001112222,, PLAINTIFF,06RD112502,06RD112502PL01,,Bob,Bay,,999 Some St,,Louisville,KY,40223,0001112222,,				

2.2 XML Formats

An XML document is a text document made up of a sequence of characters. It is a well-formed document that conforms to a set of rules similar to the following:

- One and only one root element exists for the document. However, the XML declaration, processing instructions, and comments can precede the root element.
- Non-empty elements are delimited by both a start-tag and an end-tag.
- Empty elements may be marked with an empty-element (self-closing) tag, such as <IAmEmpty />. This is equal to <IAmEmpty></IAmEmpty>.
- All attribute values are quoted, either single (') or double (") quotes. Single quotes close a single quote and double quotes close a double quote.
- Tags may be nested but must not overlap. Each non-root element must be completely contained in another element.
- The document complies to its character set definition. The charset is usually defined in the xml declaration but it can be provided by the transport protocol, such as HTTP. If no charset is defined, usage of a Unicode encoding is assumed, defined by the Unicode Byte Order Mark. If the mark does not exist, UTF-8 is the default.
- Element names are case-sensitive. For example,

  <Step> ... </Step> - a well-formed matching pair
  <Step> ... </step> - not a well-formed matching pair

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One of the primary reasons companies utilize XML is because the careful choice of tag and node names for XML elements convey the meaning of the data in the markup thus increasing human readability while retaining the rigor needed for software parsing. To that end, the JAVS import wizard acknowledges such tag and node descriptors, and complies with a predefined XML schema. Most XML editing applications or processing hosts force the XML document definitions to adhere to the schema layout, thus only processing the file if it conforms to the predefined format.

Schema details are available from the JAVS Engineering Team upon request.

3.0 External Processing

It is foreseeable that third party vendors may desire a managed means of executing external function prior to a file being processed, as well as following execution to perform cleanup or some other pertinent function. The JAVS Import architecture provides for this as follows.

3.1 Pre-Import Processing

Pre-import processing is handled external to the JAVS CaseScheduler application via means of a batch command file, **PreImport.bat**. This file, if found, is executed prior to the import wizard being activated. CaseScheduler processing is suspended until the batch file is finished, allowing the synchronous process to be completed. The location for the file must reside in the same folder as the CaseScheduler plug-in:

C:\Program Files\JAVS\JAVSAppHost\Plugin\CaseScheduler

3.2 Post-Import Processing

Post-import processing is handled external to the JAVS CaseScheduler application via means of a batch command file, **PostImport.bat**. This file, if found, is executed after the import wizard has completed processing and has been acknowledged by the user. CaseScheduler processing is suspended until the batch file is finished, allowing the synchronous process to be completed. The location for the file must reside in the same folder as the CaseScheduler plug-in:

C:\Program Files\JAVS\JAVSAppHost\Plugin\CaseScheduler

4.0 Log File Specification

Each execution of the Import Wizard generates a log file in the same location as the source file being imported. The log file details the entire validation and import process, identifying records that failed to meet the criteria as specified in section 2 of this document. Through this file, end users or technicians can obtain details to what, if any, records were rejected. A sample of the lhe log file format is displayed below:

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```
11/22/2006|10:59:55 AM|Import File = C:\ CaseScheduler\Import Test I.csv
11/22/2006|10:59:55 AM|**********************************************
11/22/2006|10:59:55 AM|Starting Validation
11/22/2006|10:59:55 AM|**********************************************
11/22/2006|10:59:55 AM|Checking input file exists
11/22/2006|10:59:55 AM|Opening input file
11/22/2006|10:59:55 AM|Finished input File
11/22/2006|10:59:55 AM|Processed 16 Records.
11/22/2006|10:59:55 AM|Status = Success
11/22/2006|10:59:55 AM|Processed 5 Master Cases with 0 errors
11/22/2006|10:59:55 AM|Processed 11 Case Schedules with 0 errors
11/22/2006|10:59:55 AM|Import File = C:\CaseScheduler\Import Test I.csv
11/22/2006|10:59:55 AM|**********************************************
11/22/2006|10:59:55 AM|Starting Import
11/22/2006|10:59:55 AM|**********************************************
11/22/2006|10:59:55 AM|Checking Database
11/22/2006|10:59:55 AM|Checking input file exists
11/22/2006|10:59:55 AM|Opening input file
11/22/2006|10:59:55 AM|Cannot schedule case, start time has already expired on line 2
11/22/2006|10:59:55 AM|User not found for id 1001
11/22/2006|10:59:55 AM|Case already scheduled for date, Record Ignored. Line 5
11/22/2006|10:59:55 AM|User not found for id 1002
11/22/2006|10:59:55 AM|Case already scheduled for date, Record Ignored. Line 8
11/22/2006|10:59:55 AM|Case Does Not Exist. (Case Number IMP04) line 10
11/22/2006|10:59:55 AM|User not found for id 1001
11/22/2006|10:59:55 AM|User not found for id 1001
11/22/2006|10:59:55 AM|User not found for id 1001
11/22/2006|10:59:55 AM|User not found for id 1001
11/22/2006|10:59:55 AM|User not found for id 1001
11/22/2006|10:59:55 AM|Finished input File
11/22/2006|10:59:55 AM|Processed 24 Records.
11/22/2006|10:59:55 AM|Status = Success
11/22/2006|10:59:55 AM|Processed 5 Master Cases with 0 errors
11/22/2006|10:59:55 AM|Processed 11 Case Schedules with 4 errors
```

Sample JAVS Import Log File Format

Appendix-A

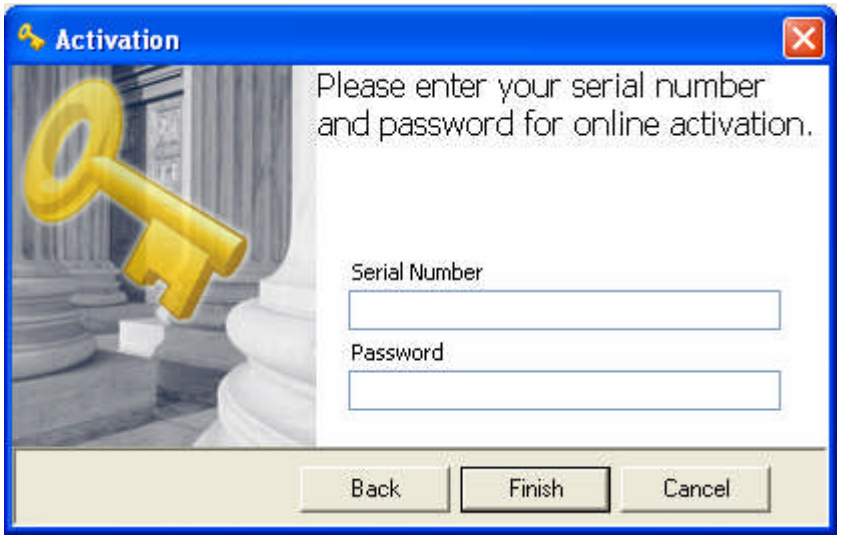
ACTIVATION

The JAVS software set requires that each user activate the software before it can be used. There are three ways to activate the software; Online Activation, Phone Activation and a 15 day trial period.

The first time CaseScheduler is launched an activation message will appear with three choices.

Online Activation

Select **Online Activation** and press **Next**. Enter the Serial Number and Password provided on the Installation CD.



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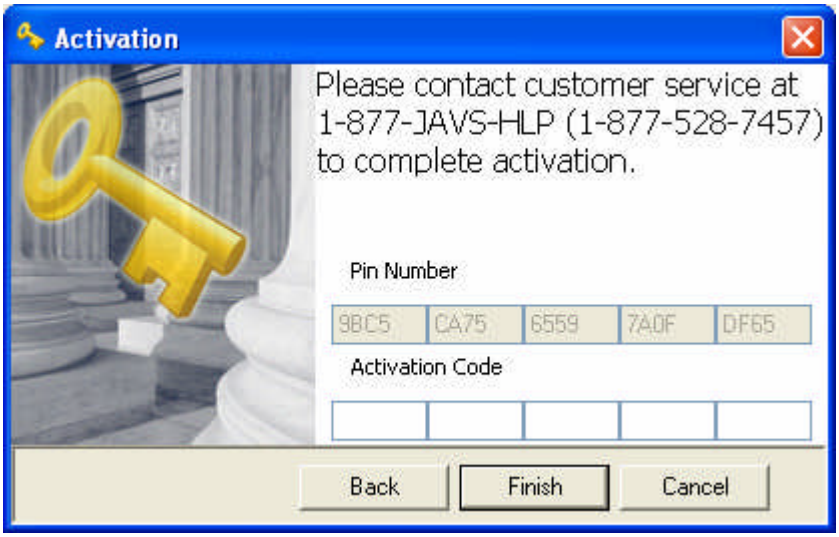
After entering the Password and Serial Number press the **Finish** button and the JAVS CaseScheduler login screen will appear. Type in your user name and password and CaseScheduler is ready to use.

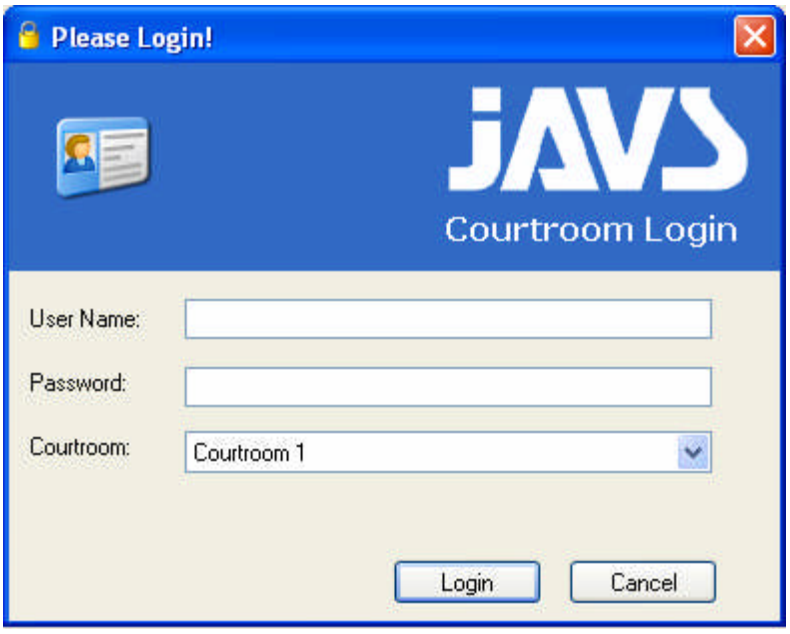
Phone Activation

Select **Phone Activation** and press **Next**.

A contact screen will appear with the JAVS help desk phone number. Contact the JAVS help desk with the number provided, and give the **Pin Number** to the help desk technician. The JAVS help desk will then provide you with the appropriate activation code for your particular system. Type this number in the Activation Code field and press **Finish**.



The JAVS CaseScheduler login screen will appear. Type in your user name and password and CaseScheduler is ready to use.



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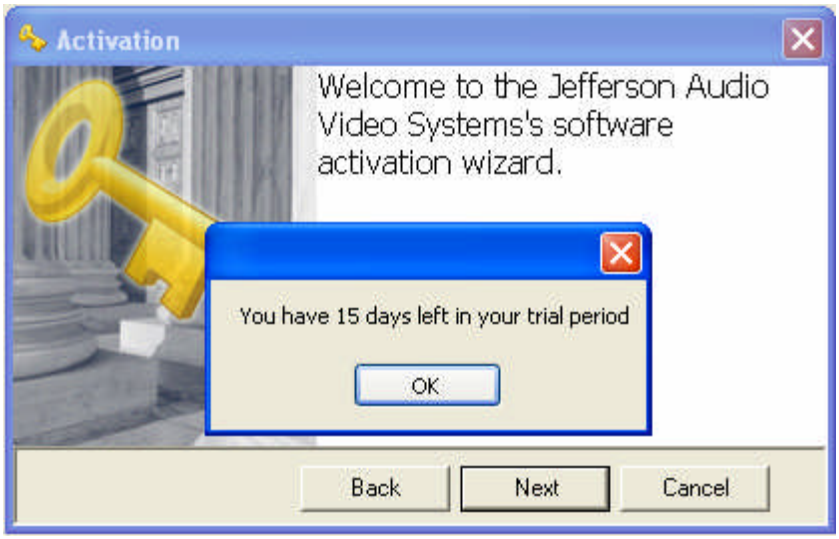
15 Day Trial Period

Select the **Run Trial** and press the **Next** button.

You will get a message indicating how many days are left on your trial period.



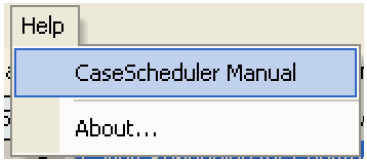
Press **OK** and the CaseScheduler login screen will appear. Type in your User Name and Password and CaseScheduler is ready to use.

Appendix B

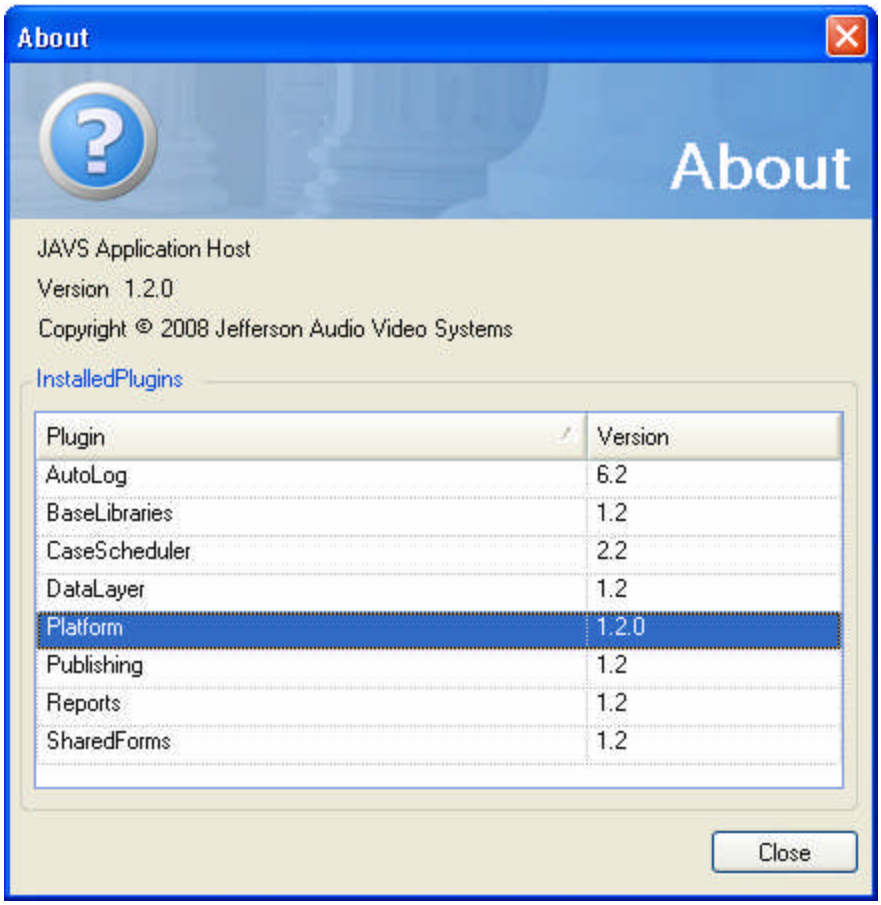
HELP MENU

The **Help** menu item contains selections for the **CaseScheduler Manual** and an **About** information screen. The CaseScheduler Manual selection opens the CaseScheduler User Manual in PDF format. The User Manual is a comprehensive look at CaseScheduler features, and step by step instructions on how to use the many functions.

The CaseScheduler User Manual is also available for download at http://galileo.javs.com.



The **About** selection will provide information about the version of CaseScheduler, Libraries, Platform and other pertinent information about your JAVS AutoLog system. This information is useful when calling the JAVS HelpDesk.: **1-877-JAVS HLP (528-7457**).



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